AmeriCorps*State Programs

Request for Proposals

Project Period 2012-2015

State of Illinois
Department of Human Services
Division of Community Health and Prevention
State Fiscal Year 2013

SERVE ILLINOIS

**Commission on Volunteerism
and Community Service**

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A. Date of Issuance
October 31, 2011

B. Issuing Organizational Unit
Illinois Department of Human Services (DHS)
Division of Community Health and Prevention
Bureau of Community-Based and Primary Prevention
Serve Illinois Commission

Contact Person:

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Illinois Department of Human Services
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Chicago, IL 60607
DHS.DCHP-AmeriCorpsRFP@illinois.Gov.
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C. RFP Availability
Copies of this RFP may be downloaded from the Illinois Department of Human Services website, found at http://www.dhs.state.il.us. On the For Providers section, **Please click on the 'RFPs' link.** Additional copies may be obtained by contacting   the person listed above under "contact person"

D. DHS Bidders' Conferences
Bidders' Conference information is listed below. Applicants are **_required_** to attend a conference at one of the four offered dates/locations. All conferences will be from 9am to 1pm, except for the Joliet conference which will take place from 10am until 2pm. A sign-in sheet will be present at each event. Proposals will not be considered from applicants that did not attend one of the four conferences listed below. Anyone requiring an interpreter, or other special accommodation(s), should notify the Department's contact person as listed above under the heading, "Contact Person."

November 7, 2011 - Belleville
Southwestern Illinois College
Main Complex 1040
2500 Carlyle Ave
Belleville, IL 62221

November 8, 2011 - Springfield
Illinois Department of Agriculture
Auditorium
801 Sangamon Ave, Gate 11
Springfield, IL 62794

November 10, 2011 - Chicago
Michael A. Bilandic Building
C-500 Auditorium
160 N. LaSalle
Chicago, IL 60601

November 14, 2011 - Joliet 10am -2pm
Joliet Public Library
Meeting Room 2nd Floor
150 N. Ottawa Street
Joliet, IL 60435

Questions and responses will be addressed at the Bidder's Conferences. While questions may be answered during the conference, only questions and responses provided in the Frequently Asked Questions (FAQs) posted on the website will serve as official responses. The FAQs will be periodically posted to the DHS website. Applicants will need to monitor the DHS website to obtain updates. The FAQ posted will serve as valid and official responses.

It is recommended that attendees bring a copy of this RFP to the Bidders' Conference. There will not be any additional copies of the RFP on site.

E. Proposal Submission
All proposals must be submitted via eGrants, the online grant submission program operated by the Corporation for National and Community Service (CNCS) accessible at:
https://egrants.cns.gov/espan/main/login.jsp Proposals must be finalized in the eGrants system no later than **December 1, 2011 12:00 pm CST or 1:00 pm EST**. To be considered, proposals must be FINAL in the eGrants system by the deadline. The deadline will be strictly enforced. If not already familiar with eGrants, we encourage applicants to begin working with the system right away to ensure a timely submission. In the event of a dispute, the applicant bears the burden of proof that the application was submitted on time.

We recommend that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the document into eGrants before the deadline.

Contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov/app/ask if you need assistance with or if a problem arises with eGrants while creating an account, preparing, or submitting an application. Be prepared to provide the application ID and organization's name. National Service Hotline hours are 8:00 a.m. to 8:00 p.m. ET Monday through Friday.
If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application to the submission address via overnight carrier. Hard copy applications must include a cover letter detailing the circumstances that make it impossible to submit via e-Grants. All deadlines and requirements in this Notice apply to hard copy applications.

If technical issues will prevent an applicant from submitting an application on time, the Serve Illinois Commission may consider an application after the deadline, but only if the applicant submits a letter explaining

the extenuating circumstance which caused the delay. The letter must be sent to the grant contact email within the 24-hour period following the deadline. Late applications are evaluated on a case-by-case basis.
All proposal submissions will be printed and processed at the time and day (Dec 1st 12:00pm CT/ 1:00pm EST) they are due at DHS AmeriCorps Program Office - 815 E. Monroe Springfield, IL 62701.

F. Universal Identifier

Applications on the e-Grants system must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and registration with the Central Contractor's Registry (CCR). The DUNS number does not replace an Employer Identification Number.

DUNS Number - You will need to provide your nine-digit Data Universal Numbering System (DUNS) Number. If your agency does not have a DUNS Number, you must obtain one. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: go to http://www.dhs.state.il.us/page.aspx?item=56807 and click on "How to Get a DUNS Number". This will connect to the Dun & Bradstreet website and it will lead you through a process to obtain a number. Please allow 3-5 days to obtain your DUNS number.

CCR Number – CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually. We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3-5 days to finalize CCR registration. To register online go to www.bpn.gov/CCR. You will also receive a five-character Commercial And Government Entity (CAGE) identification number as part of the CCR validation process which will be required for contracting purposes with the State of Illinois.

G. Submission Content Page Limits

In eGrants, applicants will enter text for:

> Executive Summary: a brief paragraph, maximum of a half-page.
> Program Design.
> Organizational Capability.
> Cost Effectiveness and Budget Adequacy.
> Evaluation Plan.

You may not exceed 26 double spaced pages in the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit. From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 26 page limit. This limit does not include the budget and performance measures.

Do not submit supplementary materials such as videos, brochures, letters of support, or any other item not requested in these application instructions. CNCS will not review or return them.

H. Other Submission Requirements

All organizations applying for state funds must submit one (1) copy of their most recent audited financial statements as part of their proposal. The Department will use the audit to ascertain the fiscal health of applicants. While the audit will not be scored as part of the review, the Department reserves the right to use information in the audit to assist in the final recommendation for funding. Applicants are expected to demonstrate through their audits a strong financial position and ability to obtain funding outside of the public sector. (Units of government (such as cities and counties, schools, health departments, etc.) **do not** need to submit an audit.

Evaluation

If you are recompeting for the first time, and have completed an evaluation report, submit your report. Please refer to Part II, Section H, IV, for detailed guidance on evaluations.

Labor Union Concurrence

If a program applicant has employees represented by a local labor organization who are engaged in the same or substantially similar work as that which will be carried out by AmeriCorps members, the applicant must submit the written concurrence of the local labor organization with its application. If this applies to you, please select "Enter New" and name the new document "Labor Union Concurrence" and enter the status in eGrants.

Indirect Cost Rate Approval Letter

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, please submit a copy of the approval letter. Please refer to Part II, Section H, VIII, Budget for more information.

The above documents (if applicable) must be submitted in person or by certified U.S.P.S. mail, Fed Ex or UPS by or before <u>12:00 p.m. Central Time/ 1:00 PM Eastern Time on December 1 , 2011</u>. Please include a copy of the SF-424 Facesheet with your attachments for identification purposes. Please send these documents to the attention of:

> Lisa Fernandes, AmeriCorps Program Officer
> Serve Illinois Commission
> Illinois Department of Human Services
> 815 E. Monroe
> Springfield, IL 62701
> 217-558-7126 (office)
> Attn: AmeriCorps Procurement CHP#64982

I. Eligible Applicants

The State of Illinois, the Serve Illinois Commission, and the Corporation for National and Community Service (Corporation) want to ensure that all eligible organizations are able to compete on an equal basis for AmeriCorps federal financial assistance. Public or private non-profit organizations, including labor organizations, community organizations, faith-based organizations, institutions of higher education, states and territories, government entities within states or territories (e.g., cities, counties), Indian Tribes, and partnerships or consortia consisting of the aforementioned, are eligible to apply for AmeriCorps grant programs funding.

Program Types:

To Which Program Should I Apply?: The purpose of this document is to provide interested parties with

information to enable them to prepare and submit a proposal for AmeriCorps*State funding for the creation, expansion, or enhancement of programs that meet the requirements of the AmeriCorps national service program. The State as represented by the Serve Illinois Commission (the Commission) intends to use the results of this process to award contracts for AmeriCorps*State national service programs beginning in August 2012. These programs include AmeriCorps*State Competitive grants, AmeriCorps*State Professional Corps grants, Education Award Program (EAP) Fixed-Amount grants, Full-Time Fixed-Amount (Non-EAP) grants, and AmeriCorps*State formula grants.

The Corporation will not provide more than one grant for the same project in one fiscal year.

AmeriCorps*State competitive grants: AmeriCorps*State Competitive applications are submitted to the Commission through this RFP process. Applications are reviewed and selected at the state level to compete in a national competition held by the Corporation for National and Community Service. The Commission forwards the proposals selected by the Commission to the Corporation and the Corporation selects proposals for AmeriCorps* State Competitive funding. The proposals not funded by the Corporation are returned back to the state for further consideration in the AmeriCorps* State Formula grant funding cycle.

Professional Corps grants: Professional Corps grants are awarded to organizations that propose to operate a Professional Corps program. The Professional Corps programs place AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there is an inadequate number of such professionals. Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

An organization proposing a Professional Corps program that operates in more than one state applies directly to the Corporation. If you are such a program, please visit www.Nationalservice.gov for more information. A Professional Corps program that will operate only in Illinois applies for a state competitive grant through an application submitted to the Commission through this RFP process.

Education Award Program (EAP) Fixed-Amount grants: Applicants are eligible to apply for a small fixed-amount grant and use their own or other resources for the members' living allowance and program costs. Applicants can apply for up to $800 per MSY. There is no match requirement for EAP grants. Unlike Full-time Fixed-amount grants, EAPs may enroll full-time and less-than-full-time members. These grants are applied for through the Commission and forwarded to the Corporation for review and consideration.

Full-Time Fixed-Amount grants: Full-Time Fixed-Amount grants are available for programs that enroll full-time members only. Applicants apply for a fixed amount per MSY **(maximum $13,000)** and use their own or other resources for the remaining costs of the program. There is no match requirement for fixed-amount grants, but organizations must still raise the additional funds needed to run the program. This grant is considered a pilot.

Full-Time Fixed-Amount grants are only available for **new** and **re-competing applicants.** Second and third-year continuation applicants **must** submit a new application if they are interested in a fixed-amount grant. Full-Time Fixed-Amount grant applicants in the Education Priority Area will be required to select national performance measures. Applicants proposing non-education programs may select from the national measures or report on their own performance measures. Approved applicants must agree to participate in any relevant evaluations conducted by the Corporation. One such evaluation will be designed to measure the success of this pilot, including whether fixed-amount grants reduce administrative burden on grant recipients.

Applications for the above grants are accepted from programs that serve communities within the state of Illinois only. Organizations that would like to propose programs that have members serving in multiple states should apply directly to the Corporation as a national direct program. Information on applying as a national direct program can be found at www.nationalservice.gov.

AmeriCorps*State formula grants: AmeriCorps*State Formula grants are those applications funded directly by the State of Illinois and not directly by CNCS in the competitive grant cycle. The State of Illinois receives an annual formula allocation of funds, slots, and member service years (MSYs) from the Corporation. The Serve Illinois Commission determines which applicants will be awarded formula grants in the state of Illinois.

J. Questions and Answers
Each applicant must have access to the Internet. The Department's website will contain information regarding the RFP. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the RFP. Questions regarding this RFP can be sent via email to: DHS.DCHP-AmeriCorpsRFP@illinois.Gov.

All questions with their respective answers will be posted on the DHS website at http://www.dhs.state.il.us. Look for the "For Providers" section; click on "RFPs," then on "Community Health and Prevention Request for Proposals." The FAQs will be posted with the AmeriCorps*State RFP. The information in the FAQ section may be updated periodically, so applicants are encouraged to check it frequently. Only written answers posted on the website will be considered valid and official. Note: The final deadline to submit any written questions regarding the AmeriCorps Program RFP is 4:00p.m. CST on   November 28, 2011.

K. Award Notification
It is anticipated that applicants will receive notification by the Serve Illinois Commission regarding submission of their proposals to the Corporation for National and Community Service for the AmeriCorps*State Competitive funding consideration in January 2012. AmeriCorps*State Competitive and Formula funding award notifications are anticipated to be made in May 2012. Successful applicants will be notified in writing. A Notice of Grant Award is not equivalent to an agreement with the Department to commence providing service. Successful applicants will receive the Community Service Agreement or an amendment thereto for their signature and return. The release of this RFP does not obligate the Illinois Department of Human Services to make an award.

L. Review Panel
Proposals will be reviewed by a panel established by the Serve Illinois Commission and DHS. Panel members will initially read and evaluate applications independently using guidelines furnished by DHS and will subsequently participate in review panel meetings during which proposals will be reviewed and scored collectively. Scoring will be on a 100 point scale.

In evaluating your application for funding, reviewers will assess your program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category and, if applicable, sub-category, are listed in the chart below.

Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	Organizational Background and Staffing 5% Sustainability 10% Compliance and Accountability 10%
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

NOTE: Please see the AmeriCorps Regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category. Section 2522.450 of the AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

While recommendations of the review panel will be a key factor in the funding decisions, the Serve Illinois Commission and DHS consider the findings of the review panel to be non-binding recommendations. The Serve Illinois Commission maintains final authority over funding decisions and reserves the right to consider factors other than the applicant's final score in determining final grant recommendations. Such factors may include, but are not limited to, the Serve Illinois Commission's identified priority areas detailed in Part II, Section C, geographic distribution of proposed service areas, past performance and/or financial standing with the state.

M. Post-Submission Presentation to the Commission
Applicants may be requested to make a presentation on their proposal to the Serve Illinois Commission or to an ad hoc selection committee of the Commission, including Commission staff.

N. Project/Award Period
The Corporation and Commission generally make grant awards for two years, with funding in annual increments. Grantees will be eligible for continuation funding in the second year <u>contingent on the availability of appropriations, compliance, and performance</u>. AmeriCorps members may not begin service until the Corporation issues the grant award. A program may not certify hours a member performs prior to the award being issued. Programs currently funded by the Commission will apply for a one year continuation grant in FY 12 and then may be eligible for a two year grant in FY 13 contingent upon the availability of appropriations, compliance and performance.

O. Withdrawal Disclaimer
The Illinois Department of Human Services or the Serve Illinois Commission may withdraw this RFP at any time prior to the actual time a fully executed agreement is filed with the State of Illinois Comptroller's Office.

P. Modifications to Proposals by Applicants
Once you have submitted your proposal in eGrants, you will not be able to make modifications to it. To make a modification to a proposal after it has been submitted, the applicant must contact the individual listed under "Contact Person" in Section 'B' above. A request to modify a proposal will only be accepted prior to the submission deadline of December 1st, 2011 at 12:00pm Central Time.

Q. Modifications to Proposals by DHS
After the DHS Bidder's Conferences, additional clarification regarding the RFP may be posted. It is the responsibility of each applicant to monitor the website for any updates pertaining to the RFP. If it becomes necessary or appropriate to change any part of the RFP, a notice of the modification to the RFP will be available from the Illinois Department of Human Services website: www.dhs.state.il.us and it will be issued to all known recipients of the RFP. In case of such an unforeseen event, DHS will issue detailed instructions for how to proceed.

R. Clarifications, Negotiations, or Discussions Initiated by DHS
The Commission may contact any applicant prior to the final award for the following purposes:

- As part of the Commission's review process, the Commission may request an applicant clarify its bid or proposal. An applicant may not be allowed to materially change its bid or proposal in response to a request for clarification.

- Discussions may be held to promote understanding of the Department's requirements, the Commission's priorities and the applicant's proposal, and to facilitate arriving at a contract that will be most advantageous to the State considering cost and other evaluation factors set forth in the RFP.

- When the Department or the Commission knows or has reason to conclude that a mistake has been made, either party may ask the applicant to confirm the information. Situations in which confirmation should be requested include obvious or apparent errors on the face of the document or a cost unreasonably lower than the cost others submitted, or if the cost is considerably higher than what is currently paid for this type of services.

S. Late Proposals/Responses
Late proposals will not be reviewed or considered and will be automatically disqualified, but will be retained by the Commission. The Commission will notify all Applicants whose proposals will not be considered due to lateness or non-compliance with proposal requirements.

T. Objections
Applicants who object to any provision of this RFP, who believe their proposal was improperly rejected, or who believe that the selected proposal(s) is/are not in the best interest of the Department or the Commission, may submit a written protest regarding the Commission's action. The Department will consider all such written protests that are submitted according to the time periods specified below. The Department will investigate all allegations and issue a written response. The decision of the Department in response to a protest is final.

Protests must be in writing and will be considered filed when physically received by the Department at the following address:

> Illinois Department of Human Services
> Office of the General Counsel
> 401 S. Clinton, Ste. 6-400
> Chicago, Illinois 60607
>
> ATTENTION: Kathy Ward

Protests must be filed within seven (7) calendar days after the Protestor knows or should have known of the facts giving rise to the protest.

Protests regarding RFP specifications must be filed within seven (7) calendar days after the date the RFP was issued and, in any event must be filed before the date for opening the proposals.

If a protest is received, any award made will not be considered final until the protest is resolved.

U. Public Information
All information submitted pursuant to this RFP is subject to the Illinois Freedom of Information Act. The successful applicant must recognize and accept that any material marked proprietary or confidential that must be made a part of the contract may be considered open for public inspection. Cost information submitted by the successful applicant shall be considered public.

For proposals that are not selected for funding, only the list of those submitting proposals/responses shall be considered public, not the applications.

V. Contract
The legal agreement between DHS and the successful applicants will be in the form and format prescribed by DHS. The standard DHS Community Service Agreement will be used when contracting for services. This agreement may be found at http://www.state.il.us, select "For Providers", then "Contracts" or http://www.dhs.state.il.us/page.aspx?item=29741. The sample contract is for informational purposes only. If selected for funding, the applicant will be provided a DHS Community Service Agreement for their signature and return.

W. Payment Method
Payments to successful programs shall be made on a reimbursement basis. Expenditures must be consistent with the agency's approved budget on file with the Department. Monthly expense reports are required and must be submitted in a designated reporting system. Unexpended funds are not carried over to the following year.

X. Reporting
Successful applicants are required to supply quarterly performance reports, monthly financial reports, a project close-out, and an internal or external evaluation report as required by the AmeriCorps regulations. Information on performance measurement can be found in 45 CFR §2522.500-2522.650. The requirements for evaluation are in §§2522.500-2522.540 and §§2522.700-2522.740.

In order to assure accountability at all levels of service provision, the Illinois Department of Human Services is implementing the practice of performance-based contracting with its vendor/grantee agencies. The articulation and achievement of measurable outcomes assure that we are carrying out the most effective programming possible. Successful applicants will be required to participate in any evaluation efforts as directed by the Department and/or its subcontractor (s) and collect and report data accordingly.

Y. Source of Funds

These funds will be available under the authority of the National and Community Service Trust Act of 1990 (42 U.S.C. §§12571-12595).

Z. Amounts of Grants and Restrictions

The grant amount will vary by circumstance, need, and program model. The same project cannot be funded by multiple AmeriCorps grants. If you have more than one application pending before the Corporation for the same project, you must state this fact in each application. You will be required to withdraw all but one if two or more are approved for funding.

AA. Federal Financial Management and Grant Administration Requirements

As is the case with all federal grant programs, it is the responsibility of grantees to ensure appropriate stewardship of the federal funds entrusted to them. Each grantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, programs must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. OMB Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations," requires all organizations to have financial audits if they annually expend $500,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards, not just an AmeriCorps grant.

BB. Training and Technical Assistance

Programs must agree to receive consultation and technical assistance from the Department or authorized representatives of the Department. The program and collaborating partners will be required to be in attendance at site visits. Programs will be required to attend regular meetings and training(at least two per fiscal year) as provided by the Department or a subcontractor of the Department, and should budget accordingly.

CC. Additional Information

The Department and/or the Commission reserve the right to request additional information that could assist with its award decision. Applicants are expected to provide the additional information within a reasonable period of time. Failure to provide the information could result in the rejection of the proposal.

DD. Background Checks

Programs with members (18 years and over) or grant-funded employees who, on a recurring basis, have access to children (usually defined under state or local law as un-emancipated minors under the age of 18) or to individuals considered vulnerable by the program (e.g., the elderly or individuals who are either physically or mentally disabled), shall, to the extent permitted by state and local law, conduct a National Service Criminal History Check on members or employees as part of the overall screening process. Effective April 21, 2011, the National Service Criminal History Check will consist of three parts for individuals who are predicted to have recurring access to a vulnerable population. An FBI check will no longer substitute for the one or two required State repository checks. The three-part check must include: 1.) Sex offender registry check (NSOPR, also

known as NSOPW); 2.) State criminal history registry check(s); *and*, 3.) FBI fingerprint-based check (known as Criminal History Record Information (CHRI). Providers should budget for background checks accordingly.

EE. Child Abuse/Neglect Reporting Mandate

Per the Abused and Neglected Child Reporting Act (ANCRA, 325 ILCS 5/4), mandated reporters are professionals who may work with children in the course of their professional duties. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional or official capacity may be an abused or neglected child" (ANCRA Sec.4). This is done by calling the Illinois Department of Children and Family Services (DCFS) Hotline at 1-800-252-2873 or 1-800-25ABUSE. Programs funded through this grant opportunity must review ANCRA and, where appropriate, have a written protocol for identifying and reporting suspected child maltreatment.

FF. Hiring and Employment Policy

It is the policy of the Department to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. The Department's philosophy is that the program workforce should appropriately reflect the populations to be served with special attention given to hiring individuals indigenous to those communities. Consistent with Department policy, whenever a position becomes available, funded programs are encouraged to consider TANF clients for employment, contingent upon their qualifications in the areas of education and work experience.

GG. Linguistic and Cultural Competency

The Illinois Department of Human Services is mandated to comply with the Constitution of the United States, Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, ADA Amendments Act of 2008, Illinois Human Rights Act, the 1970 Constitution of the State and any laws, regulations or orders, Federal or State, which prohibit discrimination on the grounds of race, sex, color, religion, national origin, age, ancestry, marital status, disability, or the inability to speak or comprehend the English language. The State of Illinois Linguistic and Cultural Competency Guidelines (LCC Guidelines, see Appendix K) were developed as a mechanism for improving language and cultural accessibility and sensitivity in services provided by human service organizations that receive grants and contracts to serve the residents of the State of Illinois. Providers must demonstrate their ability to comply with the Department's LCC guidelines.

Part II

A. The Serve Illinois Commission: A History and Overview
The Serve Illinois Commission (the Commission) exists to fulfill a federal mandate requiring states to establish a service commission in order to receive funding through the Corporation for National and Community Service (the Corporation). Appointed by the Governor, the 25 Illinois Commissioners represent leaders in labor, education, public health, not-for-profit entities, business, volunteerism, national service, youth, and senior adults.

The Commission was formed in 1979 as the Illinois Office of Voluntary Citizens Participation with a five-year grant from ACTION, the federal domestic volunteer organization. In 1985, it became the Governor's Office of Voluntary Action. In 1991, it was transferred to the Lieutenant Governor's Office and was merged with the Senior Action Committee in the Office of Volunteer and Senior Action.

In September 1993, the federal "National Community Service Trust Act" was signed into law that called for each state to establish a state commission to administer the new AmeriCorps program. As a result, in July 1994, the Illinois State Legislature created the Lieutenant Governor's Commission on Community Service, replacing the Office of Volunteer and Senior Action.

In 1998, the Commission moved to the Department of Human Services and legislation enacted in 2000 (20 ILCS 710, Chapter 1278, paragraphs 3800 to 3806) changed the name to the Illinois Commission on Volunteerism and Community Service and charged the Commission to:

- promote and support community service in public and private programs to meet the needs of Illinois citizens;
- stimulate new volunteerism and community service initiatives and partnerships; and,
- serve as a resource and advocate within the Department of Human Services for community service agencies, volunteers, and programs which utilize State and private volunteers.

In 2007, the Illinois Commission on Volunteerism and Community Service adopted the title of the "Serve Illinois Commission."

The Corporation, which provides funding to Illinois in support of the Commission's mission and effort, does so through three national service initiatives:

- AmeriCorps, which includes AmeriCorps* VISTA (Volunteers in Service to America), and AmeriCorps*NCCC (National Civilian Community Corps);
- Learn and Serve America;
- National Senior Service Corps, which includes Foster Grandparents, Senior Companions and Retired, and Senior Volunteer Program.

In partnership with the DHS, the Commission oversees all aspects of program administration and training for the AmeriCorps program. AmeriCorps provides trained, dedicated people to help non-profit organizations accomplish their missions and to make more effective use of volunteers. AmeriCorps members assist in meeting locally identified community-based needs.

B. About AmeriCorps
For more than a decade, the Corporation for National and Community Service, through its Senior Corps, AmeriCorps, and Learn and Serve America programs, has mobilized a new generation of engaged citizens. This year alone, more than 1.8 million individuals of all ages and backgrounds will serve through these programs. They will help thousands of national and community non-profit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, homeland security, and other critical areas.

AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address community needs. An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service members receive an education award from the National Service Trust.

Roughly three quarters of all AmeriCorps grant funding goes to Governor-appointed state service commissions, which award subgrants to organizations in their states. These organizations recruit AmeriCorps members to respond to local needs. The Corporation distributes most of the remainder of the grant funding directly to organizations operating in more than one state.

C. Corporation and Commission Priorities
The mission of the Corporation is to improve lives, strengthen communities, and foster civic participation through service and volunteering. For more than fifteen years, the Corporation—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

On April 21, 2009, President Obama signed the Edward M. Kennedy Serve America Act, the most sweeping expansion of national service in a generation. This landmark law not only expands service opportunities, but also focuses the service investment on producing outcomes on key issues; expanding opportunities to serve; building the capacity of individuals, nonprofits, and communities to succeed; and encouraging innovative approaches to solving problems.

In alignment with the Serve America Act, this AmeriCorps State and National Notice of Federal Funding Opportunity will focus AmeriCorps grant making in six Focus Areas identified by the Act:
- Disaster Services
- Education
- Environmental Stewardship
- Healthy Futures
- Economic Opportunity
- Veterans and Military Families

In order to carry out Congress' intent and to maximize the impact of the investment in national service, the Corporation is seeking to fund programs that can demonstrate an evidence-based approach (e.g. performance data, research, theory of change) to creating community impact and solving community problems.

In the AmeriCorps State and National competition this year, the Corporation especially seeks to focus

investment on national service programs that improve academic outcomes for children, youth and young adults. This focus reflects the extensive experience and past success of national service programs in education, and aligns with the reform efforts of the Department of Education. In addition, the Corporation seeks to increase its investment in programs that serve veterans and military families, or that engage veterans in service. The Corporation will also focus investment in programs that increase community resiliency through disaster preparation response, recovery and mitigation.

The Corporation embraces the Obama Administration's emphasis on open government and is moving toward greater openness and transparency in grant making. This amended RFP includes a description of the review and selection process in Section 3.6, below.

In addition, the following information pertaining to the AmeriCorps State Competitive competition will be published on the federal AmeriCorps website by the Corporation following the January 18 2012 application deadline [Note that the State of Illinois deadline is December 1st for all proposals]:
- A detailed description of the review and selection process.
- Links to external reviewer guide and training materials.
- Blank external and internal review worksheet templates.

The following information will be published by the Corporation for new and recompete applications after final funding notifications at the end of May 2012:
- Names of external reviewers.
- List of all applicants considered for funding.
- Executive summaries of all applications considered for funding.
- Full text of approved applications.
- Results of external and internal review for approved applications.

For Continuation applications (current grantees in year two or three of a three year cycle), the following information will be published by the Corporation after final funding notifications at the end of May 2012:
- List of all continuation applicants considered for funding.
- Executive summaries of all continuation applications considered for funding.
- Results of external and internal review for approved continuation applications.

Serve Illinois Commission Priorities
1. Focus Areas and National Performance Measures
CNCS expects to invest a significant amount of available funding to programs working in the six Focus Areas of Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families. In particular, CNCS seeks to target its grantmaking in the Education and Disaster Services Focus Areas for greater impact and increase its investment in the Veterans and Military Families Focus Area. To meet these goals, CNCS will give priority consideration to the following, in descending order of preference:

Tier 1: Programs that select Priority Measures in Education, Veterans and Military Families, and Disaster Services (NOTE: Applicants and grantees that have programs that fit these Priority Measures are **required** to utilize these Measures. These measures can be found Appendix D (see Section IX, Tier 1).
Tier 2: Programs that select Priority Measures in Economic Opportunity, Environmental Stewardship, Healthy Futures and Capacity Building. (NOTE: Applicants and grantees that have programs that fit these Priority

Measures are **required** to utilize these Measures. These measures can be found in Appendix D (see Section IX, Tier 2).

Tier 3: Programs that select Pilot Measures.

Tier 4: Programs in the Focus Areas with self-nominated measures.

Tier 5: Programs outside the Focus Areas with self-nominated measures

Continuation requests for expansion will receive priority consideration and preference in the same manner. Applicants proposing programs that receive priority consideration are not guaranteed funding. CNCS will pursue a balanced portfolio across the Focus Areas, and other considerations outlined below. Furthermore, programs must demonstrate significant program focus, design and impact to receive priority consideration.

Brief descriptions of the six Focus Areas follow:

Disaster Services:
Grants will help individuals and communities prepare, respond, recover, and mitigate disasters and increase community resiliency. Grant activities will:

- increase the preparedness of individuals,
- increase individuals' readiness to respond,
- help individuals recover from disasters, and
- help individuals mitigate disasters.

Economic Opportunity:
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people. Grant activities will help economically disadvantaged people to:

- have improved access to services and benefits aimed at contributing to their enhanced financial literacy,
- transition into or remain in safe, healthy, affordable housing, and
- have improved employability leading to increased success in becoming employed.

Education:
Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children. CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve high educational outcomes. Grant activities will improve:

- school readiness for economically disadvantaged young children,
- educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools, and
- the preparation for and prospects of success in post-secondary education institutions for economically disadvantaged students.

Environmental Stewardship:
Grants will provide direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems, and support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and economically disadvantaged communities. Grant activities will:

- decrease energy and water consumption, improve at-risk ecosystems,
- increase behavioral changes that lead directly to decreased energy and water consumption or improve at-risk ecosystems, and
- increase green training opportunities that may lead to decreased energy and water consumption or improve at-risk ecosystems.

Healthy Futures

Grants will meet health needs within communities including access to care, aging in place, and addressing childhood obesity. Grant activities will:

- increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible,
- increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity, and
- improve access to primary and preventive health care for communities served by CNCS-supported programs (access to health care).

Veterans and Military Families:

Grants will positively impact the quality of life of veterans and improve military family strength. Grant activities will increase:

- the number of veterans and military service members and their families served by CNCS-supported programs, and
- the number of veterans and military family members engaged in service provision through CNCS-supported programs.

Brief description of Capacity Building follows.

Capacity Building:

In addition to the six Focus Areas described above, grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include:

- Recruiting and/or managing community volunteers.
- Implementing effective volunteer management practices.
- Completing community assessments that identify goals and recommendations.
- Developing new systems and business processes (technology, performance management, training, etc.) or enhancing existing systems and business processes.

National Performance Measures:

In 2012, the Corporation will implement the third year of the National Performance Measures Pilot. National performance measures allow the Corporation to demonstrate the aggregated impact of AmeriCorps programs. This year, the Corporation focused and refined the Measures and aligned them with their Strategic Plan. This refinement process included adding a few new Measures to fill data gaps. While use of national performance measures remains optional in 2012, new and recompeting applicants are strongly encouraged to use them in planning programming. Applications that include national performance measures will be a funding priority in 2012. National performance measures and Priority Areas are detailed detailed in Appendix D.

2. New Applicants

The Corporation anticipates that at least 15 percent of the funds described in this Notice will support applicants that have not received an AmeriCorps State or National operational grant in the last five years. Applicants that have received only a state or territory commission formula operational grant within the last five years will be considered new for purposes of this 15 percent target.

3. Encore Programs

Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs. The Commission seeks to meet that 10 percent target in this competition and encourages programs that engage a significant number of participants age 55 or older to apply and serve as AmeriCorps members

The Commission prefers to make awards to programs that propose to make a significant impact on a community. As such, applicants are encouraged to apply for no less than eight (8) AmeriCorps members.

The Corporation has also refocused many national service efforts to assist with the response to natural disasters. The Commission recommends that you include member service activity that would involve members in disaster preparedness or response. This could include member training activities that would involve members in local disaster response or limited deployments to areas in the nation affected by disasters.

The Commission supports programs that actively engage qualified people with disabilities as AmeriCorps members and volunteers. The Commission's efforts are part of a larger initiative from the Corporation, which supports efforts to increase participation in national service by people with disabilities. Services include training and some reasonable accommodations. The Commission stands behind the principle that everyone can serve their community and encourages programs to engage people with disabilities in their local service efforts.

Required Program Participation

Successful applicants will be <u>required to participate</u> in a number of meetings throughout the grant period, including "AmeriCorps Opening Day" activities, three (3) national days of service (e.g., Martin Luther King Day, AmeriCorps Week, 9/11 Day of Service) and other programmatic-related trainings or events (e.g., Program Directors' Training). This commitment should be reflected, where appropriate, in the applicant's response to this RFP with sufficient travel costs built into the budget.

Successful applicants will also be required to identify one AmeriCorps member to participate in Illinois LeaderCorps. Illinois LeaderCorps is a member-organized Council that connects AmeriCorps programs and serves as a liaison between members and the Serve Illinois Commission. The mission of LeaderCorps is to coordinate state, national days of service between AmeriCorps programs in Illinois and promote continued AmeriCorps alumni involvement. LeaderCorps seeks to foster effective cross program communication and collaboration among the Serve Illinois portfolio of AmeriCorps programs.

D. Regulations

Please be aware that this Request for Proposals (RFP) modifies the national instructions of the Corporation's *Notice of Federal Funding Opportunity (NOFO)* and deadlines to address specific needs and concerns in the State of Illinois. It takes precedence over the application instructions promulgated by the Corporation. We strongly recommend that you review the regulations cited below as well as the *Notice of Federal Funding Opportunity* (NOFO) and these full instructions before applying.

Program requirements, including the criteria against which applications will be assessed are located in the new AmeriCorps regulations, 45 CFR §§ 2520 -2550. Additional criteria regarding the specific needs and concerns of the State of Illinois may be added. The full regulations are available online at **www.gpoaccess.gov/ecfr** . Relevant federal statutes governing the design and implementation of AmeriCorps programming include:

Table 1: Program Requirements in the AmeriCorps Regulations

Table 1: Requirements in the AmeriCorps Regulations Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740

If there is any inconsistency between the AmeriCorps regulations, the Corporation for National & Community Service *Notice of Federal Funding Opportunity*, and the Application Instructions, the order of precedence is as follows:

1. The AmeriCorps regulations 45 CFR §§ 2520-255;
2. The Corporation for National & Community Service *Notice of Federal Funding Opportunity*;
3. The Serve Illinois Commission's Request for Proposals.

E. Tips for Using eGrants
The following steps will make the use of eGrants simpler and minimize obstacles:

- Create your eGrants account and begin your application at least three weeks, or more, prior to the deadline. This will allow you time to address technical issues prior to the deadline.
- Prepare and save your application as a word processing document prior to inputting it into eGrants. Copy and paste the contents of this document into the relevant fields in eGrants.
- Adhere to all the character limits indicated in the application instructions. Characters include all the letters, punctuation, and spaces in your document. Your word processing software should provide you a character count.
- Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into eGrants. Do not use any of these in your application.

F. Application Instructions
Your application consists of the following components. Please make sure to complete each one.

i.	**Applicant Info**
ii.	**Application Info**
iii.	**Narratives**
iv.	**Evaluation Summary or Plan**
v.	**Amendment Justification-(Not Applicable prior to initial submission)**
vi.	**Performance Measures**
vii.	**Documents**
viii.	**Budget**
ix.	**Review, Authorize and Submit**
x.	**Survey on Ensuring Equal Opportunity for Applicants (Optional)**

In eGrants, before Starting Section I, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select the Commission AmeriCorps State FY 2012 NOFA
- Select Illinois
- Select your State Prime Application ID (will be provided at DHS Bidders' Conferences)

i. Applicant Information
In eGrants, complete the Applicant Info Section. Please take the time to reflect your program activities accurately in this section.
- In the Program Info Section select existing program or enter new.
- If you are a new program, enter your contact information into the fields that appear.
- Select a primary Program Model, and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus.
- Enter or select a Program Director and Program Website URL.

ii. Application Information
Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Face sheet. In the Application Info Section enter:
- Areas affected by your program.
- Requested program start and end dates.
- If you are delinquent on any federal debt.
- If you plan to request a waiver of the volunteer leveraging or match requirements.

iii. Narratives
The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general suggested guidelines to help you present your project in a way the reviewers will find compelling and persuasive.
- <u>Lead from your program strengths and be explicit.</u> Do not make the mistake of trying to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in

the regulations or this RFP. Focus on the special considerations and priorities that apply to your program.

- <u>Be clear and succinct.</u> Reviewers are not interested in jargon, acronyms, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the three selection criteria presented below.
- <u>Use clear sub-dividing section headers.</u> The narrative text boxes accommodate large amounts of text. To assure completeness and ease of review, underline the headings in this section as sub-dividers in your narratives.
- <u>Answer all questions.</u> The application contains a number of items that are comprised of multiple-part answers. Be sure to respond to all requested information.
- <u>Don't make assumptions.</u> Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries.
- <u>Use an impartial proofreader.</u> Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

In the narrative, include activities for the entire three-year program period for which you are requesting funds. As you complete each section of the narrative, you must stay within the character limits specified in the following table.

Narrative Character Count Limits

Narrative Item	Maximum Number of Characters (including spaces and punctuation)

A. Program Design (50%)
  1) Rationale and Approach (10%)
  2) Member Outputs and Outcomes (20%)
  3) Community Outputs and Outcomes (20%)
 	
B. Organizational Capability (25%)
C. Cost Effectiveness and Budget Adequacy
  (25%)
  1) Cost Effectiveness (15%)
  2) Budget Adequacy (10%)
	In eGrants, enter text for A, B, and C into the fields for Rationale and Approach, Member Outputs and Outcomes, Community Outputs and Outcomes, Organizational Capability, and Cost Effectiveness and Budget Adequacy. **You may not exceed 71,000 characters in total for Sections A, B, and C combined.**

Total Maximum Number of Characters per Application	**71,000**

Please note that the Narratives Section includes a field for Amendment Justification. This is not a required field. It is used to request amendments once a grant is awarded. Please enter N/A in this field.

Program Design
Below, in boxes, you will find the selection criteria from the AmeriCorps regulations, followed by guidance on how best to respond to the criteria.

Rationale and Approach

> **§ 2522. 425   What does the Corporation consider in assessing Program Design? (50%)**
> In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.
>
> (a) Rationale and approach (10%). In evaluating your rationale and approach, the Corporation considers the following criteria:
> > (1) Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;
> > (2) Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self-assessment and improvement;
> > (3) Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and
> > (4) The extent to which your proposed program or project:
> > > (i) Effectively involves the target community in planning and implementation;
> > > (ii) Builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation; and
> > > (iii) Is designed to be replicated.

Member Outputs and Outcomes

> (b) *Member outputs and outcomes (20%).* In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:
> > (1) Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;
> > (2) If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;(3) Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;
> > (4) Demonstrates well-designed training or service activities that promote and sustain post-service, an ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and
> > (5) If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

Community Outputs and Outcomes

> (c) *Community outputs and outcomes (20%).* In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:
> > (1) Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;
> > (2) Has an impact in the community that is sustainable beyond the presence of Federal support (e.g., if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);
> > > (3) Generates and supports volunteers to expand the reach of your program in the community; and
> > (4) Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

Rationale and Approach/ Program Design (50 percent)
In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community needs.
Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified needs exist in the targeted community(ies). (5 points)
- Describes the ways in which AmeriCorps members are a highly effective means to solving the identified community needs, including the unique value added by AmeriCorps. (15 points)
- Describes how the interventions the AmeriCorps members and volunteers are or will be engaged in are both evidence-based and will have a measurable community impact. The intervention is evidence-based if programs can demonstrate community impact and solve community problems through an evidence based approach (e.g. performance data, research, theory of change). (15 points)
- Describes the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants. (10 points) Convincingly links four major elements: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes. (5 points)
- Convincingly links four major elements: 1) the needs identified, 2) the intervention that will be carried out by AmeriCorps members and community volunteers, 3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and 4) the anticipated outcomes. (5 points)

Recompeting grantees must describe their efforts and impact to date, and provide persuasive evidence that they should continue to be funded. If a new applicant is already working to meet the community need identified in the application, the applicant should describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts. Include what the applicant's efforts and impact have been to date.

In discussing how you will meet the criteria, please include your response to the following:

A. Need
Describe the community need(s) you will be working on. Why did you choose this need? Provide documentation of the extent/severity of the need in the target community. Describe the target community. Why did you select this population to be served?

B. Value Added: AmeriCorps Member Roles and Responsibilities
What will members do? Give examples of specific proposed member activities. Why are the members a highly effective means to solve the identified community need? What is the added value of the AmeriCorps members' service? How many members are you requesting? What types of slots (service terms) are needed for these members? If you are requesting different slot types, explain how the different slot types align with your program design and activities.

C. Evidence-Based

Describe how the interventions the AmeriCorps members and volunteers will be engaged in are both evidence-based and will have a measurable community impact.

D. Member Experience
Describe the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants. Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service which will result in a quality member experience and promote a lifelong ethic of service and civic responsibility. Describe how your program will ensure that members are aware they are AmeriCorps members and identify as such to community members, partners, and the general public. Describe how you will connect your members with each other, with other AmeriCorps members and national service participants in the local communities in which they serve, with other AmeriCorps and national service participants in the state, and nationally. How will your program foster a sense of connection and identity with the AmeriCorps brand?

E. Overall Picture
How does your program design link: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) the ways in which AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes?

F. AmeriCorps Member Selection, Training, and Supervision

- Describe your plans for recruiting members for your program. Describe how members will be included from the local communities to be served by your program. If you will be recruiting and engaging traditionally underrepresented populations, please describe the organization's history with working with those populations or how it will ensure success if this is a new population being recruited. Underrepresented populations may include new Americans, low-income individuals, rural residents, older Americans, veterans, members of faith-based organizations, communities of color, Native Americans and people with disabilities.
- Describe your plan for orienting members to AmeriCorps, the community they are serving, their placement site, and to the service they will perform. Describe how you will ensure that training provided to members will prepare members to perform all the activities they will engage in during their term of service. Describe, as necessary, the ongoing training provided to members throughout their terms. What are the anticipated training topics and the timeline for member training? How and when will you ensure that members are aware of prohibited activities? What, if any, program design and/or member or staff training changes will be made to ensure a positive member experience for underrepresented populations?
- Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms. Who will supervise the AmeriCorps members? Describe how supervisors are selected and trained. Describe how your program provides training, oversight, and support to supervisors.

G. Outcome: Performance Measures
- What is the overall change you want to see by the end of the three-year grant cycle? What demonstrable impact will your program have? How will you measure impact? How will you report on this on an annual basis? How did you determine your performance measure targets?

- Current Grantees Only: What impact has your program had? How successful have you been in tackling the identified problem?

H. Volunteer Generation

- Describe how the proposed program will recruit volunteers to expand the reach/impact in the community. How will volunteers help meet the identified community needs and what will be their role(s)? What role will AmeriCorps members have in volunteer recruitment and management? If you are requesting a waiver of the requirement to recruit or support volunteers (see 45 CFR § 2520.35), enter the rationale in the waiver justification field (see p. 6).

I. Tutoring Programs Only

If you are proposing to operate a tutoring program, describe how your process complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program.

Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards [section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)], includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.

<u>Organizational Capability</u>

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§ 2522.430 How does the Corporation assess my organizational capability? (25%)

(a) In evaluating your organizational capability, the Corporation considers the following:

    (1) The extent to which your organization has a sound structure including:

        (i) The ability to provide sound programmatic and fiscal oversight;

        (ii) Well-defined roles for your board of directors, administrators, and staff;

        (iii) A well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement; and

        (iv) The ability to provide or secure effective technical assistance.

    (2) Whether your organization has a sound record of accomplishment as an organization, including the extent to which you:

        (i) Generate and support diverse volunteers who increase your organization's capacity;

        (ii) Demonstrate leadership within the organization and the community served; and

        (iii) If you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards;

    (3) The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by—

        (i) Collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations;

        (ii) Local financial and in-kind contributions; and

        (iii) Supporters who represent a wide range of community stakeholders.

(b) In applying the criteria in paragraph (a) of this section to each proposal, the Corporation may take into account the following circumstances of individual organizations:

    (1) The age of your organization and its rate of growth; and

    (2) Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

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Organizational Capability (25 percent)

Reviewers will assess the extent to which:
- The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support.
- The organization has the ability and structure to ensure its and its subgrantees and/or service locations' compliance with AmeriCorps rules and regulations including prohibited activities.
- Multi-state applicants have consulted with state and territory service commissions to ensure non-duplication and coordination of CNCS resources.
- Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled or have provided an explanation for less than 100% enrollment and retention.
- Current or previous AmeriCorps grantees have met performance targets and demonstrated compliance with grant terms and conditions.

In discussing how you will meet the criteria, please include your response to the following:

A. Organizational Background and Staffing

- Provide the organization's mission and a brief history. Identify the primary and secondary contacts for the grant application. Describe your organization's prior experience administering AmeriCorps grants or other federal funds.
- Describe your organization's experience raising funds to support service activities and initiatives. Please list all sources of organizational funding in this section, and what percent the proposed AmeriCorps project represents in your budget. If you have received support from CNCS during the last five years, please specify what type of support you received. What percentage of your total funding comes from CNCS?
- Explain your organization's management structure and how the board of directors (if applicable), administrators, and staff members will support your program.
- If you already operate an AmeriCorps program, describe how it is integrated and supported within your organization. Provide evidence that you have managed the program well, have performed satisfactorily, and have a record of compliance and responsiveness.
- Who will staff the AmeriCorps program and what is their specific role? What is their relevant experience? If positions are currently vacant, please describe the desired qualifications for each open position. What are your plans for providing financial and programmatic orientation; training and technical assistance; and monitoring program and service sites for compliance?

B. Sustainability
Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Who are your community stakeholders and partners? How are they involved in planning and implementing the proposed program?

C. Compliance and Accountability

How will your organizational ensure compliance with AmeriCorps rules and regulations at the grantee, subgrantee, and service site locations (if applicable)? How will your organization prevent and detect compliance issues in general and specifically as it relates to prohibited activities? How will your organization hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

Multi-state Applicants Only
D. Consultation with State Commissions

Describe the manner and extent to which you consulted with the State Commission in the states in which you plan to operate.

Current Grantees and Former Grantees Only
E. Enrollment and Retention

Enrollment: If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement. Enrollment rate is calculated as slots filled plus refill slots filled divided by slots awarded.

Retention: If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible. Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

F. Performance Targets and Demonstrated Compliance

Performance Targets: Describe your performance against objectives during your last full year of program operation. If you did not meet performance targets, provide an explanation and describe your plan for improvement. 13
Demonstrated Compliance: Describe any compliance issues and areas of weakness/risk identified during your last full year of program operation at your organization, your subgrantees, service sites (if applicable). If you, your subgrantees, and service sites (if applicable) had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

Multi-Site Applicants Only
G. Operating Sites and Member Service Sites

Identify your proposed operating sites and member service sites. Describe your process for selecting operating and service sites and ensuring they have adequate programmatic and financial capabilities to succeed. How will your site selection process incorporate the criteria required by the AmeriCorps regulations 45 CFR §2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR §2522.450 (program models, program activities and programs supporting distressed communities)? What are your current or previous programmatic and funding relationships with the sites? If member service sites are not yet known, describe your timeline for selecting service sites.

H. Special Circumstances

In applying the organizational capability criteria, reviewers may also take into account the following circumstances of individual organizations: The age of your organization and its rate of growth; and whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a

community with a scarcity of philanthropic and corporate resources. In considering applications, CNCS shall ensure the equitable treatment of applicants from urban areas, applicants from rural areas, applicants of diverse sizes (as measured by the number of participants served), applicants from States, and applicants from national nonprofit organizations.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

Cost Effectiveness and Budget Adequacy

> **§ 2522.435 How does the Corporation evaluate the cost-effectiveness and budget adequacy of my program? (25%)**
>
> (a) In evaluating the cost-effectiveness (15%) and budget adequacy (10%) of your proposed program, the Corporation considers the following:
> > (1) Whether your program is cost-effective based on:
> > > (i) Your program's proposed Corporation cost per MSY, as defined in §2522.485; and
> > > (ii) Other indicators of cost-effectiveness, such as:
> > > > (A) The extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability;
> > > > (B) If you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals; or
> > > > (C) If you are a current grantee, the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal costs; and
> > (2) Whether your budget is adequate to support your program design.
> (b) In applying the cost-effectiveness criteria in paragraph (a) of this section, the Corporation will take into account the following circumstances of individual programs:
> > (1) Program age, or the extent to which your program brings on new sites;
> > (2) Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;
> > (3) Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and
> > (4) Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.
> (c) The indicators in paragraphs (a)(1)(i) and (a)(1)(ii)(B) of this section do not apply to Education Award Program applicants.

Cost Effectiveness and Budget Adequacy (25 percent)
For cost-reimbursement grants, reviewers will assess the extent to which:
The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.

The requested funds do not exceed the maximum cost per Member Service Year (MSY), or for existing programs, have not increased over previous years. The amount requested is a competitive factor in the selection process.

For EAPs and Full-time Fixed-amount grants, reviewers will assess:
The applicant's demonstrated understanding of total program cost and capacity to raise the additional resources beyond the fixed-amount provided by CNCS.
The amount requested per member. Fixed-amount applicants are encouraged to request less than the full maximum amount allowed per MSY. The amount requested is a competitive factor in the selection process.

A. Cost Effectiveness

- The cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The cost per MSY will be automatically calculated once you enter your budget in eGrants.
- The maximum allowable cost per MSY is published each year in the *Notice*. Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request above the maximum, please justify. This is rarely approved.
- Demonstrate how your program has or will obtain diverse resources for program implementation. Indicate how much funding your program needs from non-Corporation sources to support the project. Indicate the non-CNCS resource commitments (in-kind and cash) that you have obtained to date and the sources of these funds. Indicate what additional commitments you plan to secure, and how you will secure them.

B. Current Grantees Only:

- Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal funds.
- *Cost per MSY:* Recompeting grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. **This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs associated with the grant.**

C. Special Circumstances

In applying the cost-effectiveness criteria, CNCS may take into account the following circumstances of individual programs: program age, the extent to which your program expands to new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

D. Budget Adequacy

Unless you are applying for an EAP or Full-time Fixed-Amount grant, discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and desired outputs and outcomes. Please explain how the cost of criminal history checks and FBI checks, if applicable, are covered if they are not included in the budget.

E. EAPs and Full-time Fixed-Amount Applicants (including Professional Corps Fixed Amount) Only

The extent to which a current grantee is increasing its share of costs will not be considered in assessing a fixed-amount application. However, all other indicators described under Cost Effectiveness and Budget Adequacy apply and the section will be weighted 25% of the total application.

Discuss how you will raise the additional resources you will need to manage and operate an AmeriCorps program. Identify the total amount you have budgeted to operate the program, including the fixed amount from the CNCS and grantee share and how your program determined that amount. Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care, and criminal history checks. Education Award Programs are not required to pay living allowances or cover health care for less-than-full-time members, but must conduct criminal history checks. You will not be required to track or report on your expenditures. However, you must demonstrate that you have planned for total costs. Reviewers will assess the adequacy of your plan to secure resources to support your program design.

F. Evaluation Summary or Plan

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting grantees. If you are recompeting for AmeriCorps funds for the first time you must submit a summary of your evaluation efforts or plan to date in the Evaluation Summary or Plan field in eGrants. If you are recompeting for a subsequent time, you must submit your evaluation report according to the instructions in V. E., below. An evaluation report may be submitted in place of an evaluation plan.

Your evaluation requirements differ depending on the amount of your grant, as described in the AmeriCorps Regulations, Section 2522.710:

If you are State and National grantee (other than an Education Award Program grantee), and your average annual CNCS program grant is $500,000 or more, you must arrange for an external evaluation of your program, and you must submit the evaluation with any application to CNCS for competitive funds as required in §2522.730 of this subpart.

If you are State and National grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any application to CNCS for competitive funds as required in §2522.730 of this subpart.

If your project satisfies the definition of same project, and you have completed one three-year cycle, you will be required to submit an evaluation plan, summary, or evaluation report when you recompete for the first time. If your project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan, summary, or completed evaluation.

Two projects will be considered the same if they:

Address the same issue areas.

Address the same priorities.

Address the same objectives.

Serve the same target communities and population.

Utilize the same sites.

Use the same program staff and members.

V. Amendment Justification
Enter N/A. This field will be used if you are awarded a grant and amend it.

VI. Performance Measures
The Serve Illinois Commission requires you to provide performance measures at the time that you submit your application for review.

Service Categories
In eGrants, the service categories are located in the Performance Measures Section. In this section you will select issue areas and service categories that describe your program activities. First select an issue area, and then choose service categories from the pull down menu. When you have selected all applicable service categories, indicate which service category is the primary and which is the secondary in importance to your program. Only one service category can be indicated as the primary, and one as the secondary. A listing of Issue Areas and Service Categories is included in the complementary FORMS document.

Before you complete the Performance Measures Section, please review 45 CFR §§ 2522.500– 2522.650. Appendix D, Performance Measure Worksheet, is provided as a tool to help you think through the development of your performance measures and assemble the information you will need to input into eGrants. You may also find the Performance Measurement Toolkit, on the Corporation's web site useful in developing your performance measures: http://www.nationalserviceresources.org/star/ac

You are required to align at least one set of performance measures in your primary service category. In eGrants, you will align the measures by entering three different Result Types and Result Statements for one Performance Measurement Title. The three Result Types are Output, Intermediate Outcome, and End Outcome.

In order to align a set of performance measures in eGrants:

- First select Add Performance Measure in eGrants.
- Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- Enter Needs and Activities, and Result Type.
- For the Output Result Type, enter a Result Statement, Indicators, Targets, Number of Percentage, Instruments, and Performance Measure Statement.
- Then, Add *New Result* for the Intermediate Outcome, and fill out the pertinent fields. Do not Add New Performance Measure in order to add an Intermediate or End Outcome for your

- aligned measure.
  - ▪ Finally, Add New Result for the End Outcome.
  - ▪ Once you have aligned one set of measures, i.e., completed three Result Types for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

VIII. Budget

Overview of Key Statutory and Regulatory Budget Requirements
Before you complete the budget section, please review Sections §§ 2521.35–2521.90 of the AmeriCorps Regulations for match requirements, summarized below:

Competition	Match Requirement
Formula	Minimum grantee share is 24% of all federal funds. The overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
Education Award Only	Grantee pays all program costs over $600 per MSY provided by the Corporation.

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5.26% of the total Corporation funds requested.
- The Commission utilizes the web based reporting system *OnCorps*. Applicant must allocate resources for Illinois' *OnCorps* reporting system. Applicants should allocate $1.00 per member per month.
- **Budgets should reflect a cost of one dollar ($1.00) per member per month for the duration of the program as an expense to report financial and performance information to the Commission.** This cost should be reflected in the Budget Worksheet, Section I, "Other Program Operating Costs." (See Appendix F.)

NOTE: Most federal funds are not authorized to be used as match for another federal grant. While the Corporation's legislation may permit the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency's funds as match for this national service program grant is permitted by the other agency. The Kennedy Serve America Act requires AmeriCorps program grantees to report the amounts and sources of federal funds, other than those provided by the Corporation, used to carry out their programs. This includes other federal funds expended by subgrantees and operating sites.

Budget Sections I, II & III
Acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

For Education Award Only Program (EAPs) Only: Budget and Match Requirements
EAP applicants may only request a fixed amount of funding per MSY. Therefore, you are not required to complete a detailed budget. Follow the instructions below to prepare your budget. Your budget worksheet is also below. Consult the most current *Notice* to determine the maximum amount of funding per MSY you may request. The matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP applicants.

Match Source Documentation
In Sections I, II, and III of the budget, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. All acronyms should be defined the first time they are used to reference non-Corporation programs and sources.

Increasing Grantee Overall Share of Total Budgeted Costs
Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the total match ratio of 24% for first year programs is met. This matching requirement may be waived in limited circumstances. See 45 CFR §§ 2521.35– 2521.95 for the specific regulatory match and waiver requirements.

Preparing Your Budget
Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. Reviewers will consider the information you provide in this section as part of the Cost-Effectiveness and Budget Adequacy component of the selection criteria.

Follow the detailed budget instructions, below, to prepare your detailed budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets, Appendix F. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors.

As you prepare your budget:
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose and the basis of your calculation.
- For the Staffing, Travel, and Evaluation line items, and wherever else it may increase clarity, present your calculations in the form of an equation, e.g., Two (2) staff traveling @ $350/trip for 2 trips = $1,400; or, Salary $60,000 @ 20% devoted to program = $12,000.
- Do not include unallowable expenses, e.g., entertainment costs, including food and beverage costs, unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at **www.whitehouse.gov/OMB/circulars.**

- A-21 - Cost Principles for Educational Institutions
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- A-122 - Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over $500,000 in federal funds, as required in OMB Circular A-1 **33.**

Detailed Budget Instructions
These instructions do not apply to State Education Award Only Program grants. Please see detailed budget instructions for State EAPs following "Subtotal for Section III" on page 40.

Source of Match
In the "Source of Match" field that appears at the beginning of Sections I, II, and III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available). Be sure to define any non-Corporation acronyms the first time they are used.

Section I. Program Operating Costs
Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount," "CNCS Share," and "Grantee Share" for Parts A-I, as follows:

A. Personnel Expenses
Under "Position/Title Description," list each staff position title and provide a brief five or six word position description, salary, and percentage of effort devoted to this award. Because the purpose of this grant is to enable and stimulate volunteer community service, the grantee may not include the value of direct community service performed by volunteers. However, the grantee may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, training of staff and AmeriCorps Programs.

B. Personnel Fringe Benefits
Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Typically, holidays, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized.

C.1 Staff Travel
Describe the purpose for which program operating staff will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other travel related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Only domestic travel is allowable; other travel is allowable only if specifically identified and approved as a condition of a grant award.

C. 2. Member Travel
Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. **The Serve Illinois Commission hosts an ' National Service Recognition Day' event for all streams of national**

service operating in Illinois. All successful applicants funded by this RFP are required to attend with their corps of AmeriCorps members. This event is held in mid-October in Springfield, Illinois. Your budget should reflect sufficient transportation costs to cover the travel of members and appropriate staff to this event.

D. Equipment
Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **$5,000 or more per unit** (including accessories, attachments, and modifications). Include items that do not meet this definition in *Supplies* below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies
Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Grantees may only charge the cost of member service gear, except for safety equipment, to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-federal funds.

F. Contractual and Consultant Services
Include costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section H below. Payments to individuals for consultant services under this grant may not exceed $ 617 per day (excluding costs for indirect expenses, travel, supplies, etc.). The $ 617 daily rate is a ceiling and budgeted daily rates at considerably lower levels are expected. Indicate the daily rate for consultants you are proposing to use, their contractual services, and provide the names of the organizations when available. Indicate the daily rate, number of days, and total cost. For any pro bono work by a contractor in combination with fee-based work, affirm that the vendor's normal fee schedule and market-based work warrant the in-kind value placed on the donated portion.

G. 1. Staff Training
Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

G. 2. Member Training
Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. You may also use this section to request funds to support training in Life After AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

H. Evaluation
Include costs for project evaluation activities including additional staff time or subcontracts you did not budget under Section I A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of

consultants, where applicable.

I. Other Program Operating Costs
Allowable costs in this budget category should include when applicable:
- Background checks of members and grant-funded staff.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/administrative cost allocation pool.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

SUBTOTAL SECTION I.

Section II. Member Costs
Member Costs are identified as "Living Allowance" and "Member Support Costs." Any matching resources can be state, local, or private sector funds, except for health care, which may be covered 100% by non-Corporation federal funds. In the "Source of Match" box, enter the total amount of cash and in-kind match under columns for "Private," "State and/or local," and "Federal." Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under "Sources." Be sure to define any non-Corporation acronyms the first time they are used.

A. Living Allowance
The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation's share (CNCS Share) and grantee match (Grantee Share). Members – Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards. Applicants must provide full-time members with a living allowance that is between $12,100 (minimum) and $22,800 (maximum).

Table 1: 2011 AmeriCorps Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full Time	1700	$12,100	$24,200
Half Time	900	N/A	$12,800
Reduced Half Time	675	N/A	$9,600
Quarter Time	450	N/A	$6,400
Minimum Time	300	N/A	$4,300

1. There is no requirement to pay a living allowance to less than full-time members, hence there is no minimum.
2. The amount of the maximum for less than full-time living allowance is rounded to the nearest dollar.
3. The calculation for the maximum federal share for less than full-time members who do receive a living allowance is pro-rated based on 85% of the proportion of the minimum full-time required hours, e.g., One Year Half-time = 900/1,700 X $11,400, or $6,035. Maximum federal share is $6,035 X .85 = $5,130.

B. Member Support Costs
Consistent with the laws of your state, you must provide members with the benefits described below.

- *FICA for Members.* Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- *Worker's Compensation.* Illinois law requires employers to provide workers' compensation coverage for their AmeriCorps members. Most employers buy commercial workers' compensation insurance. Other employers obtain the state's approval to self-insure. No part of the workers' compensation insurance premium or benefit can be charged to the member.
- *Health Care.* You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to half-time members with Corporation funds. You may choose to provide health care benefits to half-time members from other sources (i.e., non-federal). Half-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.

Unemployment Insurance and Other Member Support Costs. AmeriCorps members are not entitled to unemployment benefits. The Corporation for National and Community Service has interpreted federal legislation to mean that there is no employer-employee relationship between members and programs. Illinois has chosen to agree with this interpretation and denies unemployment benefits to members; hence, programs are not required to pay unemployment taxes.

SUBTOTAL SECTION II.

Section III. Administrative/Indirect Costs

Definitions: Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited by statute to 5.26% of the total Corporation funds actually expended under this grant.

A. Corporation Fixed Percentage Method

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5.26% of the total of the Corporation funds expended. In order to charge this fixed 5.26%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. Enter this amount as the Corporation share for Section III A.
2. Then multiply the total (both Corporation and grantee share) for of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the Corporation and grantee shares under Total Amount.

B. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5.26% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
3. Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated

in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

SUBTOTAL SECTION III.

Detailed Budget Instructions for Education Award Only Programs

These instructions apply only to applicants seeking funding for Education Award Only Programs.

Budget Section II. AmeriCorps Member Positions
Identify the number of Education Award members you are requesting by category (i.e., full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS funded living allowance.) **Leave all other columns blank**. The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. Amounts of fixed awards are based on the member service years which are calculated as follows:

Member	Positions Calculation	MSY
_____Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____1-Year Half-time (900 hours)	(_____ members x 0.500)	= _____
_____Reduced half-time (675 hours)	(_____ members x 0.375)	= _____
_____Quarter-time (450 hours)	(_____ members x 0.250)	= _____
_____Minimum-time (300 hours)	(_____ members x 0.200)	= _____

Total MSY _____

Fixed Award
Under "Calculation," you will enter the calculation for your grant request. Applicants may request up to $600 per member service year (MSY). Display your calculation in the following format: Type the total amount requested in the "Total Amount" and "CNCS Share" columns. Leave the "Grantee Share" blank.

ix. Review, Authorize, and Submit
eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:
- Review
- Authorize
- Assurances
- Certifications
- Verify, and
- Submit

Be sure to check your entire application to make sure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify. Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. The person who authorizes the application must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

x. Survey on Ensuring Equal Opportunity for Applicants

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

This form is for applicants that are nonprofit private organizations, **not including private universities.** All information from the attached survey will be confidential and the responses will be aggregated in-house for a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions. There are two ways to complete the survey: (1) while preparing your application; and (2) after submitting your application.

- To complete the survey while preparing your application, go to the eGrants Main Menu, click on Enter Survey on Ensuring Equal Opportunity, provide the requested information and submit.

If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.

<u>Appendix A</u>

Facesheet Instructions
(Applicant Information and Application Information Sections)
Modified Standard Form 424 (Rev. 11/02 to conform to the Corporation's eGrants system)

This form is required for applications submitted for federal assistance.
Item #
1. Filled in for your convenience.

2. Self-explanatory.

3. 3.a. and 3.b. are for state use only (if applicable).
4. Item 4.a: Leave blank.
   Item 4.b: If you are a recipient in year 2 or 3 of an already-awarded grant, enter the grant number, otherwise, leave blank.

5. Enter the following information:
   a. The complete name of the organization that will be legally responsible for the grant, not the name of the organizational unit within the legally responsible organization. (For example, indicate "National University" instead of "Liberal Arts Department.")
   b. Your organization's DUNS number (received from Dun and Bradstreet).
   c. The name of the primary organizational unit that will undertake the assistance activity, if different from 5.a.
   d. Your organization's complete address with the five- digit ZIP code. The four-digit extension is optional.
   e. The name and contact information of the project director or other person to contact on matters related to this application.

6. Enter your Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

7. Item 7.a.: Enter the appropriate letter in the box.
   Item 7.b.: Please enter the characteristic(s) that best describe your organization.

K-12 Education
1 School (K-12)
2 Local Education Agency
3 State Education Agency

Higher Education
4 Vocational/Technical College
5 Community College
6 2-year College
7 4-year College
8 Hispanic Serving College or University
9 Historically Black College or University
10 Tribally Controlled College or University

Government
23 Local Government-Municipal
24 Health Department
25 Law Enforcement Agency
26 Governor's Office
27 State Commission/Alternative Administrative Entity

Non-Profit Organizations
11 Community-Based Organization
12 Faith-Based Organization
13 Chamber of Commerce/ Business Association
14 Community Action Agency/ Program
15 Service/Civic Organization
16 Volunteer Management Organization
17 Self-Incorporated Senior Corps Project
18 Statewide Association
19 National Non-Profit (Multistate)
20 Local Affiliate of National Organization
21 Tribal Organization (Non-government)
22 Other Native American Organization

28 Other State Government
29 Tribal Government Entity
30 Area Agency on Aging
31 U.S. Territory

8. Check the appropriate box for type of application and enter the appropriate letter(s) in the lower boxes:
    • Check "New" if your organization has never held an AmeriCorps State program grant before.
    • Check "New Application/Previous Grantee" if your organization has held an AmeriCorps State and Territory Competitive program grant in the past and the application is for a new grant.
    • Check "Continuation" if you are a grantee applying for an additional year of funding within an existing multi-year grant project period. AmeriCorps State program grants are typically awarded for three year periods.
    • Check "Amendment" if you are a grantee proposing any measurable change in an existing grant award; e.g., a budget amendment, extension, changes in the program scope or goals, etc.

If you are proposing an amendment to your grant, check the type of revision you are submitting.
    A. Select "Augmentation" if you are an AmeriCorps State and Territory Competitive grantee submitting a revised budget to incorporate a Corporation-authorized increase.
    B. Select "Budget Revision" to make a change in the grant budget, including slots.
    C. Select "No-cost Extension" to request an extension of the grant period. Enter the extension date requested the blank following the checkbox. No-cost extensions can be requested only in the third year of the 3-year grant cycle and must be requested before the project period ends.
    D. Select "Other," as applicable, and specify in the blank provided.

9. Filled in for your convenience.

10. Use the following list of CFDA (Catalog of Federal Domestic Assistance) numbers for the applicable program listing, or other source if so instructed in the *Notice*: 94.006 AmeriCorps State and National.

11. Enter the project title.
    A. When applying for a "Continuation" or "Amendment" applicants should use the same title as used for their existing grant program. When applying as a "New Applicant/Previous Grantee" if the application is for re-funding of a previous grant program, use the same title as was used in the prior grant program if appropriate (i.e., if the program is unchanged).
    B. Enter the name of the Corporation's program initiative, if any, as provided in the instructions corresponding to the *Notice* for which you are applying; otherwise, leave blank.

12. List only the largest political entities affected (e.g., counties, and cities).

13. (See item 8) "New" application or "New application/previous grantee:"   Enter the dates for the proposed project period. "Continuation" or "Amendment" application: Enter the dates of the approved project period.

Performance Period: This appears only in eGrants, and is for the use of staff only.

14. Leave blank, staff use only.

15. Estimated Funding. Check the appropriate box to indicate the grant year for which funding is being requested. Enter the amount requested or to be contributed during this budget period on each appropriate line, as shown below. The value of in-kind contributions should be included in these amounts, as applicable. For revisions (See item 8), if the action will result in a dollar change to an existing award, include only the amount of the change. For decreases, enclose the amounts in parentheses.

a.	**Federal**	The total amount of federal funds being requested in the budget.
b.	**Applicant**	The total amount of the applicant share as entered in the budget.
c.	**State**	The amount of the applicant share that is coming from state sources.
d.	**Local**	The amount of the applicant share that is coming from local governmental sources (e.g., city, county and other municipal sources).
e.	**Other**	The amount of the applicant share that is coming from non-governmental sources.
f.	**Program Income**	The amount of the applicant share that is coming from income generated by programmatic activities (i.e., use of the additive option where program income is used to increase the size of the program).
g.	**Total**	The applicant's estimate of the total funding amount for the agreement.

16.   This program is excluded from coverage by State Executive Order 12372. Please check 16.b, "No."

17.   Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If "Yes," attach an explanation.

18.   The person who signs this form must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Note: Falsification or concealment of a material fact, or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than $10,000 or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001. Modified Standard Form 424 (Rev. 2/21/07 to conform to the CNCS eGrants system.)

APPLICATION FOR FEDERAL ASSISTANCE

Standard Form 424 (Rev. 9-2003) Prescribed by OMB Circular A-102

1. TYPE OF SUBMISSION: ☒ Application ☒ Non-Construction	

2. a. DATE SUBMITTED:	**3. a. DATE RECEIVED BY STATE:**	**3. b. STATE APPLICATION IDENTIFIER:**
2. b. APPLICATION IDENTIFIER:	**4. a. DATE RECEIVED BY FEDERAL AGENCY:**	4. b. FEDERAL IDENTIFIER: (Staff Only)

5. APPLICANT INFORMATION

5. a. LEGAL NAME:

5. b. ORGANIZATIONAL DUNS:

5. c. ORGANIZATIONAL UNIT (DEPARTMENT/DIVISION):

5. d.. ADDRESS *(give street address, city, county, state and zip code):*

STREET:

CITY: COUNTY:

STATE: COUNTRY:

5. e. NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED ON

MATTERS INVOLVING THIS APPLICATION *(give area code):*

NAME:

TELEPHONE NUMBER: (   )   -

FAX NUMBER: (   )   -   EMAIL:

6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*:

☐☐☐ - ☐☐☐☐☐☐☐

7. a. TYPE OF APPLICANT: *(enter appropriate letter in box)* ☐

A.   State
B.   County
Learning
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
  O. Federal Government
  Q. State Education Agency
S. Other (specify)_____

H. Independent School District
I.   State Controlled Institution of Higher
J.   Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Private Non-Profit Organization
P. HQ Internal Organizations
R. Territory

7. b. CNCS APPLICANT CHARACTERISTICS *Enter appropriate codes:*

8. TYPE OF APPLICATION

☐ NEW   ☐ NEW/PREVIOUS GRANTEE
☐ CONTINUATION   ☐ REVISION

If Revision, enter appropriate letter(s) in box(es):

A. AUGMENTATION   B. BUDGET REVISION:

C. NO COST EXTENSION to _____ *(enter date)*

E. OTHER *(specify below)*

_____

9. NAME OF FEDERAL AGENCY:
Corporation for National and Community Service

10.   CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

☐☐ . ☐☐☐

11. a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12.   AREAS AFFECTED BY PROJECT *(List Cities, Counties, States, etc.):*

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: ENDING DATE:

14. Performance Period (Staff Use Only_

15. ESTIMATED FUNDING: Check applicable box: Yr 1: ☐   Yr.2: ☐   Yr. 3: ☐

a. FEDERAL	$
b. APPLICANT	$
c. STATE	$
d. LOCAL	$
e. OTHER	$
f. PROGRAM INCOME	$
g. TOTAL	$

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

 a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESSS FOR REVIEW ON:
  DATE _____

b. NO.   ☒   PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
☐ YES   If "Yes," attach an explanation. ☐ NO

18.   TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:	b. TITLE:	c. TELEPHONE NUMBER:
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:

Appendix B

Program Model, Design, Location, and Focus (Applicant Information Section)

PART I: PROGRAM MODEL
Directions: Choose one primary and one secondary program model, if applicable.

✓ **Section I: Project Models (select one for primary and another for secondary)**

Youth Corps	A full-time year-round youth corps program or full-time summer youth corps program, such as a conservation corps or youth service corps that undertakes meaningful service projects with visible public benefits; includes as participants youths and young adults between the ages of 16 and 25 inclusive, including out-of-school youths and other disadvantaged youths.
Community Corps	A community corps program that meets unmet human, educational, environmental, or public safety needs and promotes greater community unity through the use of organized teams of participants of varied social and economic backgrounds, skill levels, physical and developmental capabilities, ages, ethnic backgrounds, or genders.
Campus-based Model	A campus-based program that is designed to provide substantial service in a community during the school term and during summer or other vacation periods through the use of students who are attending an institution of higher education.
Pre-Professional Corps	A pre-professional training program in which students enrolled in an institution of higher education receive training in specified fields, which may include classes containing service-learning; perform service related to such training outside the classroom during the school term and during summer and other vacation periods; and agree to provide service upon graduation to meet unmet human, educational, environmental, or public safety needs related to such training.
Professional Corps	A professional corps program that recruits and places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals.
Entrepreneur Corps	A national service entrepreneur program that identifies, recruits, and trains gifted young adults of all backgrounds and assists them in designing solutions to community problems.
Intergenerational Program	An intergenerational program that combines students, out-of-school youths, and older adults as participants to provide needed community services, including an intergenerational component for other national service programs described in this subsection.
Service-Learning Program	A program that provides specialized training to individuals in service-learning and places the individuals after such training in positions, including positions as service-learning coordinators to facilitate service-learning in programs eligible for funding under Learn and Serve America School-Based and Community-Based Grants.
Rural Corps	A program designed to meet the needs of rural communities, using teams or individual placements to address the development needs of rural communities and to combat rural poverty, including health care, education, and job training.
Hunger Elimination Program	A program that seeks to eliminate hunger in communities and rural areas through service in projects involving food banks, food pantries, and nonprofit organizations that provide food during emergencies.

PART II: PROGRAM DESIGN
Directions: Choose one or more project designs.

✓ **Section II: Program Design**
Team-Based

A program where members regularly function as a team during the service week.

Individual Placement /Scattered Site	A program that places one or two members at sites in a variety of locations.
Intermediary Organization	Intermediary organizations provide the mechanism by which a number of community or faith-based organizations or grassroots groups may access AmeriCorps and other Corporation resources. We define intermediaries as national, regional, state, or local organizations that agree to provide the technical and financial support to assist community or faith-based organizations that do not have the capacity to perform these functions. Intermediaries serve as the legal applicant for a Corporation grant, thereby ensuring that the systems to manage a federal grant are in place.
Statewide Initiative	A program that operates throughout the state and may or may not have a single issue focus.

PART III: PROGRAM LOCATION
Directions: Please enter your program's location information.

✓ **Geography (please check one)**

Urban	A program designed to meet the needs of urban communities.
Rural	A program designed to meet the needs of rural communities.
Both	A program designed to meet the needs of both urban and rural communities.

Areas of Need Identification: Check all that apply (optional)

Areas Affected by Military Downsizing	Areas adversely impacted by reductions in defense spending or the closure or realignment of military installations.
Empowerment Zones or Redevelopment Areas	Communities designated as empowerment zones or redevelopment areas that are targeted for special economic incentives, or otherwise identifiable as having high concentrations of low-income people.
Environmentally Distressed Areas	Areas that are environmentally distressed.
Areas Affected by Management of Federal Lands	Areas adversely affected by federal actions related to the management of federal lands that result in significant regional job losses and economic dislocation.
Areas with High Unemployment Rates	Areas that have an unemployment rate greater than the national average unemployment for the most recent 12 months for which satisfactory data are available.

PART IV: PROGRAM FOCUS
Directions: Choose one or more program focus areas from below.

✓ **Section IV: Program Focus**

African American community	Pre-school Children	At-Risk Youth
Asian American community	K-12 Students	Children of Prisoners
Latin American community	Young Adults (17-24)	Foster Children
Native American community	College Students	
Families/Parents	Incarcerated Individuals and Ex-Offenders	Seniors
Homeless	Low-Income Community	Unemployed
Homeless Veterans	Low-Income Housing Residents	Veterans
Immigrants	Mentally/Physically Challenged Persons with HIV/AIDS	Victims/Potential Victims of Crime
Asset Accumulation	Community and faith-based organizations that conduct activities that empower the poor through asset accumulation programs including home ownership, individual development accounts, and financial literacy.	
Strengthening Families	Community and faith-based organizations that conduct activities that strengthen families to break the intergenerational cycle of poverty.	

Appendix C

Issue Areas and Service Categories (Performance Measures Section)

In this section you will select service categories that describe your program activities. First select an issue area, and then choose one or more service categories. When you have selected all applicable service categories, indicate which service category is the primary one by entering a 1 next to the check box, and which is the secondary by entering a 2 next to the checkbox. Only one service category can be indicated as the primary, and one as the secondary.

Issue Areas and Service Categories (Issue Areas in Bold)

Community and Economic Development
- ☐ Community-based Volunteer Programs
- ☐ Community Revitalization/Improvement
- ☐ Consumer Education
- ☐ Cooperatives/Credit Unions
- ☐ Food Production/Community Gardens/Farming
- ☐ Job Development/Placement
- ☐ Management Consulting
- ☐ Micro Enterprise
- ☐ Other Economic and Community Development
- ☐ Public Safety
- ☐ Regional/State/City Planning
- ☐ Small/Minority Business Development
- ☐ Social Services Planning & Delivery Systems/Community Organization
- ☐ Tax Counseling/Counseling
- ☐ Technology Access
- ☐ Thrift Store
- ☐ Transportation Services
- ☐ Welfare to Work

☐ **Disaster Recovery/Relief**
- ☐ Disaster Mitigation
- ☐ Disaster Preparedness
- ☐ Disaster Recovery
- ☐ Disaster Response
- ☐ Other Disaster

☐ **Education**
- ☐ Adult Education and Literacy
- ☐ After School Programs
- ☐ America Reads
- ☐ Computer Literacy
- ☐ Cultural Heritage
- ☐ ESL
- ☐ Elementary Education
- ☐ GED/Dropouts
- ☐ Head Start/School Preparedness
- ☐ Job Preparedness/School to Work
- ☐ Library Services
- ☐ Other Education
- ☐ Pre-Elementary Day Care
- ☐ Secondary Education

- ☐ Service-Learning
- ☐ Special Education
- ☐ Tutoring & Child Literacy—Elementary
- ☐ Tutoring & Child Literacy—High School
- ☐ Tutoring & Child Literacy—Middle School
- ☐ Vocational Education
- ☐ Youth Leadership/Development

☐ **Environment**
- ☐ Clean Air
- ☐ Clean and Safe Water
- ☐ Community Restoration/Clean Up
- ☐ Energy Conservation
- ☐ Environmental Awareness
- ☐ Indoor Environment
- ☐ Other Environment
- ☐ Toxic Waste Management
- ☐ Waste Reduction, Management, and Recycling
- ☐ Wildlife, Land & Vegetation Protection or Restoration

☐ **Health/Nutrition**
- ☐ Boarder Babies
- ☐ CHIOS/SCHIPS
- ☐ Congregate Meals
- ☐ Delivery of Health Services
- ☐ Food Distribution/Collection
- ☐ HIV/AIDS
- ☐ Health Education
- ☐ Health Screening
- ☐ Hospice/Terminally Ill
- ☐ Immunization
- ☐ In-Home Care
- ☐ Maternal/Child Health Services
- ☐ Mental Health
- ☐ Mental Retardation
- ☐ Other Health/Nutrition
- ☐ Physical Disabilities Programs
- ☐ Substance Abuse

☐ **Homeland Security**
- ☐ Disaster Preparedness/Relief
- ☐ Public Health
- ☐ Other Homeland Security

☐ Public Safety

☐ **Human Needs**
  ☐ Adoption
  ☐ Adult Day Care/Senior Center
  ☐ Companionship/Outreach
  ☐ Crisis Intervention
  ☐ Intensive Mentoring (at least 1 hour weekly for at least 9 months)
  ☐ Mentoring
  ☐ Other Human Needs
  ☐ Respite
  ☐ Senior Center Program (Non Residential)
  ☐ Senior Citizen Assistance
  ☐ Teen Pregnancy/Abstinence/Parent Support

☐ **Housing**
  ☐ Home Management Support/Education
  ☐ Homeless
  ☐ Housing Referrals/Relocation/Other
  ☐ Housing Rehabilitation/Construction
  ☐ Independent Living—Disabled
  ☐ Independent Living—Seniors
  ☐ Other Housing
  ☐ Tenant Organizing
  ☐ Transitional Housing

☐ **Public Safety**
  ☐ Adult Offender/Ex-Offender Services/Rehabilitation
  ☐ Child Abuse/Neglect
  ☐ Children & Youth Safety Programs
  ☐ Community Policing/Community Patrol
  ☐ Conflict Resolution/Mediation
  ☐ Crime Awareness/Crime Avoidance
  ☐ Elder Abuse/Neglect
  ☐ Family Violence
  ☐ Improvement of Household Security
  ☐ Juvenile Justice, Delinquency, Gangs
  ☐ Legal Assistance
  ☐ Neighborhood Watch/Block Watch
  ☐ Other Public Safety
  ☐ Safe Havens
  ☐ Safety/Fire Prevention/Accident Prevention
  ☐ Sexual Abuse/Rape
  ☐ Victim/Witness Assistance

Appendix D

Performance Measures Instructions (eGrants Performance Measures Section)

AmeriCorps Performance Measures

To begin entering performance measures, from your eGrants grant application page select Performance Measures.

All applicants must complete Steps 1-6. Then, if you are:

Entering applicant-determined performance measures, follow steps 7A-18A.

Opting in to the National Performance Measures, follow steps 7B-17B.

Step 1: Select Characteristics.

To begin, click one or more boxes in the ―Grant Characteristics‖

Step 2: Select Focus Areas

Select the Focus Area in which your primary service activity fits. If your primary service activity does not fit into a Focus Area, select ―Other‖ and skip to **Step 5**. You may select multiple Focus Areas to represent significant areas of AmeriCorps member activity. Do not include multiple Focus Areas to describe the same activity. Select the Focus Area that best describes the activity.

Step 3: Choose whether to Opt-in to National Performance Measures:

Although eGrants will allow you to select all of your Focus Areas at once, we suggest starting with one Focus Area that represents your primary activity and then repeating **Step 2 – Step 6** for additional Focus Areas if applicable.

When you select a Focus Area, eGrants automatically pre-populates the selection ―No‖ in response to the question Will you be using a national performance measure related to this Focus Area?‖

Leave this selection as ―No‖ if you do not want to participate in the National Performance Measures for that Focus Area.

Change the selection to ―Yes‖ if you want to opt-in to the National Performance Measures for that Focus Area.

You may consult the ―National Performance Measures Instructions‖ in the Notice of Funding Opportunities (NOFO) or the relevant resource packets (http://www.nationalserviceresources.org/national-performance-measures/home) before making your participation decision.

If you selected ―Other‖ as your only Focus Area, you will skip this step as there are no National Performance Measures for ―Other‖.

Step 4: Complete the MSY Chart(s)

For each Focus Area selected, complete a Member Service Years (MSY) Chart. Click the ―view/edit MSY Slots‖ orange link. There are two sets of numbers to enter in each MSY Chart. First, for each slot type, enter the number of members that will be providing service in that Focus Area.

Second, enter the percent of time that members of each slot type will spend on activities in that Focus Area. Use whole numbers to represent the percent. Do not use a % or a decimal. eGrants will calculate the total MSYs for each slot type, then aggregate the MSYs for the entire chart in the ―Total MSYs Devoted to Priority‖ field at the bottom of the chart.

Note that MSYs in each Focus Area should be mutually exclusive. Do not double count MSYs. The total MSYs across all Focus Areas selected should not exceed the total MSYs requested in the budget.

Step 5: Add a Service Category

Select your Primary Service Category from the pop-up menu. The Service Category you select will determine the Indicator drop-down options in later steps.

If this is the first or only Service Category you select, eGrants will automatically check ―Primary‖ to indicate this is your primary activity. To select more than one Service Category, simply click the ―add a service category‖ link. Only one Service Category can be indicated as the primary per Focus Area. You may add additional service categories if appropriate for your program design.

Step 6: Add a Performance Measure

You must create at least one aligned set of Performance Measures representing your Primary Service Activity, which is achieved through either National Performance Measures or applicant-determined performance measures.

If you have opted-in to National Performance Measures, you will see the links for both ―add a national performance measure‖ and ―add a performance measure.‖ If you have not opted-in to National Performance Measures, you will only see the link for ―add an applicant performance measure.‖

Chose National Performance Measures or Applicant- Performance Measures or

Follow the instructions **7A – 17A for** each aligned set of applicant-determined measures you need to create.

Follow the instructions for **7B – 17B** for each aligned set of national performance measures you need to create.

Applicant Performance Measures
Step 7A: Add a Performance Measure

Follow the instructions for **7A – 18A** for each applicant-determined performance measure you will create. Begin by creating the Performance Measure Output and then repeat steps 13A-18A to create an aligned Intermediate Outcome.

Step 8A: Select a Focus Area

The Focus Area drop-down box will consist of all the focus areas that were initially select in the main Focus Area section.

Step 9A Add Performance Measurement Title

Give this performance measure a title—usually 3-4 words that describe the activity— and enter it in the text box.

Step 10A: Select a Service Category

Service Category is a drop-down menu of choices based on your earlier identification of Service Categories; select one and continue by pressing the ―go‖ button

Step 11A: Describe Strategies to Achieve Result

Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 4,000 characters.

Step 12A: Select a Result Type

You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome – and click ―Add New Results Section.‖ You should begin each aligned measure with the selection of an Output Measure.

Step 13A: Write a Result Statement

Enter 1-2 sentences stating the expected Result.

Step 14A: Select an Indicator

Select an Indicator from the drop- down menu. If the options provided do not include the Indicator you are measuring, select ―other‖ and describe the Indicator in the text box that will appear. If this is the case, the applicant should make a note in the performance measures section of the Rationale and Approach narrative and should identify the numbers and titles of the pilot measures the applicant intends to opt into as well as the targets and instruments for the for these indicators. Applicants will have an opportunity to enter these measures in eGrants during the clarification process.

Step 15A: Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 16A: Select a Target Number or Percent

Write a number in the Target box from your target statement— and indicate whether it is a whole number or percent—for example, of how many things or services will be created or provided. Output targets often use a number (#) rather than a percent. If you included a number in your Target Description, this number in the Target Number or Percent field and the number in the Target Description should match.

Step 17A: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol.

Step 18A: Write a Performance Measure Statement

Provide the expected result and target combined into one or two sentences in 1,000 characters or less.

Once you have completed the output performance measurement information, do the same for your intermediate outcome and/or additional measures, if necessary. Begin by identifying the Result Type as ―intermediate outcome‖ and complete Steps 13A through 18A again. If you would like to enter an ―end outcome‖, you may do so by completing Steps 13A through 18A again. End outcomes are not required.

National Performance Measures

Follow the instructions for **7B –17B** for each aligned set of National Performance Measures you need to create. You will use these instructions to complete measures if you have opted in to National Performance Measures for any Focus Area. Please refer to National Performance Measures Instructions for complete instructions for aligning measures.

If you select the Education Focus Area and opt-in to National Performance Measures, you are only allowed to select National Performance Measures. You are not allowed to add any additional, applicant-determined measures.

If you select the Healthy Futures, Economic Opportunity, Environmental Stewardship or Veterans Focus Areas, you will enter your National Performance Measures. If you choose, you may add additional, applicant-determined Measures after you enter the National Performance Measures.

Step 7B: Add a National Performance Measure
First select the Focus Area. Only those Focus Areas that were checked as participating in the National Performance Measures will be displayed.

Step 8B: Add a Performance Measurement Title
Give this performance measure a title — usually 3-4 words that describe the activity — and enter it in the text box. Continue by pressing the ―go‖ button.

Step 9B: Describe Strategies to Achieve Result
Briefly describe how you will achieve this result. Keep statements to one or two paragraphs with a maximum of 500 characters.

Step 10B: Select a Result Type
You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome– and click ―Add New Results Section.‖ You should begin each aligned measure with the selection of an Output Measure.

Step 11B: Select the Indicator
This is where you select your National Performance Measure. There is a drop-down list containing the National Performance Measures for the Focus Areas that you have selected.
Once you select your first National Performance Measure, eGrants will provide onscreen instructions about other National Performance Measures you must use in conjunction with this measure or if you need to add an applicant-determined intermediate outcome.
If you need to add an applicant-determined intermediate outcome measure, you will select Other‖ from the pop-up list.

Step 12B: Write Result Statement
Enter 1-2 sentences stating the expected result.

Step 13B Write a Target Description
In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 14B: Select a Target Number
Write the number in the Target box from your target description. You are only allowed to use a number.

Step 15B: Identify your Instruments
Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol. Check for guidance on appropriate instruments posted at the National Performance Measures resource page: http://nationalserviceresources.org/national-performance-measures/home

Step 16B: Write a Performance Measures Statement
Provide the expected result and target combined into one or two sentences (1,000 characters or less).

Step 17B: Create Aligned Measure
Now that you have completed the output performance measurement information, do the same for your intermediate outcome. Begin by identifying the Result Type, and then complete Steps **11B to 16B** again.

Once you complete entering an aligned measure as defined by the National Performance Measure, you will return to Step 7 and create any other aligned measures to report member activities in Focus Areas or other areas of service either by:

Following Steps 7A – 18A for an applicant-determined measure or

Following Steps 7B – 17B for an aligned National Performance Measure

NATIONAL PERFORMANCE MEASURES

Tier 1: Priority Measures (in Disaster Services, Education, and Veterans and Military Families)
Disaster Services
(new) D1: Number of individuals that received CNCS-supported services in disaster preparedness
(new) D2: Number of individuals that received CNCS-supported services in disaster response
(new) D3: Number of individuals that received CNCS-supported services in disaster recovery
(new) D4: Number of individuals that received CNCS-supported services in disaster mitigation
Education
ED21: Number of children that completed participation in CNCS-supported early childhood education programs
ED23: Number of children demonstrating gains in school readiness in terms of social and/or emotional development
ED24: Number of children demonstrating gains in school readiness in terms of literacy skills
ED25: Number of children demonstrating gains in school readiness in terms of numeracy (math) skills
ED2: Number of students that completed participation in CNCS-supported K-12 education programs
ED4A: Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period
ED5: Number of students with improved academic performance in literacy and/or math
(new) ED27: Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement
ED6: Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student
Veterans and Military Families
V1: Number of veterans that received CNCS-supported assistance
(new) V8: Number of veterans' family members that received CNCS-supported assistance
V7: Number of family members of active duty military service members that received CNCS-supported assistance
(new) V9: Number of active duty military service members that received CNCS-supported assistance
V2: Number of veterans engaged in service opportunities as a National Service Participant or volunteer.
V10: Number of military family members engaged in service opportunities as a National Service Participant or volunteer.

2: Priority Measures (in Economic Opportunity, Environmental Stewardship, Healthy Futures and Capacity Building)
Economic Opportunity1
O5: Number of economically disadvantaged individuals, including homeless individuals, receiving housing services
O11: Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing
Environmental Stewardship2

EN4: Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved

EN5: Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments) that are improved and/or created

Healthy Futures3

H8: Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently

(new) H9: Number of homebound OR older adults and individuals with disabilities who reported having increased social ties/perceived social support

H10 (formerly O6): Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations

H11 (formerly O7): Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger

(new) H12: Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services

Capacity Building

(new) G3-3.1: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants

(new) G3-3.2: Number of community volunteers managed by CNCS-supported organizations or National Service Participants

(new) G3-3.3: Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or National Service Participants

Tier 3: Pilot Measures

Education

ED1: Number of students who start in a CNCS-supported education program

ED3A: Number of disadvantaged youth/mentor matches that are commenced by CNCS-supported programs

ED7: Number of students with no or decreased disciplinary referrals and suspensions over the course of the CNCS-supported programs' involvement

ED8: Number of youth with decreased substance abuse, arrest, or gang involvement

ED9: Number of students graduating from high school on time with a diploma

ED10: Number of students entering post-secondary institutions

ED11: Number of students earning a post-secondary degree

ED12: Number of CNCS-Supported National Service Participants who begin serving as teachers through a Teacher Corps program

ED13: Number of CNCS-Supported National Service Participants who completed serving as teachers through a Teacher Corps program

ED14: Number of individuals teaching in high need schools

ED15: Number of students in CNCS-supported teacher classrooms with improved academic performance

ED17: Number of teachers remaining in the education field, but not teaching in a school (school support staff, school administration, district administration policy, education nonprofits, etc.) after their term of service

ED18: Number of teachers who have had a positive impact on student learning as determined by observation-based assessments of teacher performance

ED19: Number of individuals receiving certification to teach in schools after their term of service

ED20: Number of children who start in a CNCS-supported early childhood education program

ED22: Number of children accessing high quality early childhood education programs

ED26: Number of students acquiring a GED

Economic Opportunity

O1: Number of economically disadvantaged individuals receiving financial literacy services

O2: Number of economically disadvantaged individuals receiving job training and other skill development services

O3: Number of economically disadvantaged individuals receiving job placement services

O4: Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities

O9: Number of economically disadvantaged individuals with improved financial knowledge

O10: Number of economically disadvantaged individuals placed in jobs

O12: Number of economically disadvantaged National Service Participants who are unemployed prior to their term of service

O13: Number of economically disadvantaged National Service Participants who have not obtained their high school diploma or equivalent prior to the start of their term of service

O14: Number of National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service

O15: Number of economically disadvantaged National Service Participants that secure employment during their term of service or within one year after finishing a CNCS-supported program

O16: Number of National Service Participants that obtain a GED/diploma while serving in CNCS-supported programs or within one year after finishing serving in CNCS-supported programs

O17: Number of National Service Participants that complete a college course within one year after finishing a CNCS-supported program

Appendix E

(Performance Measures Section for Self Nominated Performance Measures

Please fill in the performance measure information for each section.
General Info
Performance Measurement Title:
Measure Category (choose one):   Needs and Service Activities   Participant Development   Strengthening Communities
Service Category addressed by this Performance Measure Worksheet (see Appendix C, Service Categories):
Needs and Activities
Briefly describe the need to be addressed (4,000 characters or less):
Briefly describe how you will achieve this result (4,000 characters or less):
How many AmeriCorps members will be participating in this activity?
How many days per week (on average) will this activity occur?
How many hours per day (on average) will this activity occur?
When does this activity begin?
When does this activity end?
Results
The outputs and outcomes you intend to track for a particular activity:
Result Type
Outputs the amount of product or service delivered (e.g., number of students tutored), but not information on benefits changes in the lives of members and/or beneficiaries. **Intermediate-outcomes** a change that has occurred in the lives of beneficiaries and/or members, but is still short of a significant, lasting benefit (e.g., percent of students reading more books). **End-outcomes** a significant and lasting change that has occurred in the lives of beneficiaries and/or members (e.g., number and percent of students who have improved their reading score to grade level).
Result: Output
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator:
Other Indicator:
Targets
Target Description:

(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

Result: Intermediate Outcome
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

Result: End Outcome
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

Performance Measure Statement (summary)
Combine expected results and targets into a sentence:

Appendix F

Assurances and Certifications (Review, Authorize and Submit Section)

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a)   Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b)   Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c)   Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d)   Definitions

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e)   Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f)   Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g)   Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h)   Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i)   Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.

- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).

- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

For AmeriCorps*State and National Direct Applicants ONLY

If you are not applying for a grant through AmeriCorps, you may ignore this section.

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.

- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion (except that the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project on the date the grant was awarded.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a)Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;

- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the state commission for the state in which the program operates.

- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;

- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation's regulations at § 2540.100;

- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation's regulations at 45 CFR § 2540.230;

- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;

- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;

- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;

- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;

- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;

- If a state applicant, will ensure that the State sub-grants will be used to support national service programs that were selected by the State on a competitive basis;

- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;

- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

CERTIFICATIONS

Certification - Debarment, Suspension, and Other Responsibility Matters
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities.*

A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

- Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction or records, making false statements, or receiving stolen property.

- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and

- Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;

B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

Certification - Drug-Free Workplace
This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

B. Establishing a drug-free awareness program to inform employees about-

- the dangers of drug abuse in the workplace,

- the grantee's policy of maintaining a drug-free workplace.

- any available drug counseling, rehabilitation, and employee assistance programs, and

- the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

C.   Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);

D.   Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:

- abide by the terms of the statement, and

- notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

E.   Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;

F.   Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted-

- Taking appropriate personnel action against such an employee, up to and including termination; or

- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

G.   Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

Certification - Lobbying Activities
As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification - Grant Review Process (State Commissions Only)
I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990 as amended, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

For AmeriCorps*State and National Direct Applicants ONLY
If you are not applying for a grant through AmeriCorps, you may ignore this section.

Erroneous certification or assurance
The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Definitions
The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES AND CERTIFICATIONS
SIGNATURE PAGE

ASSURANCE **SIGNATURE:**   **NOTE: Sign this form and include in the application.**

SIGNATURE: By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

CERTIFICATION **SIGNATURE:**   **NOTE: Sign this form and include in the application.**

SIGNATURE: By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- ○ Certification: Debarment, Suspension and Other Responsibility Matters
- ○ Certification: Drug-Free Workplace
- ○ Certification: Lobbying Activities

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

Appendix G

Budget Worksheet (Budget Section)
Part I. Program Operating Costs

A.   Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	**Total Amount**	**CNCS Share**	**Grantee Share**
			Totals			

B.   Personnel Fringe Benefits

Purpose/Description	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

C.1.   Staff Travel

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

C. 2.   Member Travel

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

D.   Equipment

Item/ Purpose/Justification	Qty	Unit Cost	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

E.   Supplies

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

F.   Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

G.1.   Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

G.2.   Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

H.   Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

I.   Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

	Total Amount	CNCS Share	Grantee Share
Subtotal Part I:			

Part II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2nd Year of 2-Year Half Time						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
			Totals			

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

	Total Amount	CNCS Share	Grantee Share
Subtotal Part II:			
Subtotal Parts I + II:			

Part III. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

B. Federally Approved Indirect Cost Rate Method

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Parts I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate This Budget Required Match Percentages: [24% Match Requirement for new programs]	Total Amount	CNCS Share	Grantee Share

Appendix H

Budget Worksheet for Education Award Only Programs

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share	edit	del
Full Time (1,700 hrs)								
1-Year Half Time (900 hrs)								
2-Year Half Time (1st Year)								
2-Year Half Time (2nd Year)								
Reduced Half Time (675 hrs)								
Quarter Time (450 hrs)								
Minimum Time (300 hrs)								
Subtotal							MSY	Cost/MSY
								$400

This worksheet applies only if you are applying for State and National EAP funding.
Member Positions

Fixed Award

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Program Grant Request					edit	
Subtotal						

Appendix I

Budget Analysis Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative and budget that meets AmeriCorps requirements.

In Compliance?	Part I. Program Operating Costs
Yes __ No __	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes __ No __	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Part III.) of the budget? Examples of administrative costs include central management and support functions.
Yes __ No __	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes __ No __	Brief position descriptions are provided for each staff member listed within the grant?
Yes __ No __	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes __ No __	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes __ No __	All single equipment items over $5,000 per unit are specifically listed?
Yes __ No __	All single supply items over $1,000 per unit are specifically listed?
Yes __ No __	Justification/explanation of equipment items is included in the budget narrative?
Yes __ No __	Have the instructions concerning service gear been followed? If a project chooses to purchase the standard service gear package, it should budget $35.00 per member. If the project needs the collared-shirt, it should budget between $35 and $70 per member. The federal share can be up to $150 per member for additional safety apparel that is necessary to perform daily service activities. You must include a justification for these additional items in the budget narrative.
Yes __ No __	Are all consultant services are budgeted below the maximum federal daily rate of $540/day?
Yes __ No __	Does the budget reflect adequate budgeted costs for project evaluation?
Yes __ No __	Are all items in the budget narrative itemized and justified?
Yes __ No __	Have you provided budgeted costs for background checks of members and grant-funded staff that will have recurring access to vulnerable populations (i.e., children, frail elderly, and persons with disabilities).
Yes __ No __	Is the total amount of cash and/or in-kind derived from private, state and local, and federal funds stated in the narrative?

In Compliance?	Part II. Member Costs
Yes __ No __	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least $11,400.
Yes __ No __	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. The distribution should occur in equal increments that are not based on the specified number of hours served.
Yes __ No __	Is FICA calculated correctly? All projects must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, projects must calculate FICA at 7.65% of the total amount of the living allowance.
Yes __ No __	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Projects must check with your local State Department of Labor or State Commission to determine whether or not your project is required to pay worker's compensation and at what level (i.e., rate). Projects that are not required to pay worker's compensation need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
Yes __ No __	Health care is provided for qualified full-time AmeriCorps members only (unless half-time serving for a sustained full-time period of time such as summer service)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own. If projects already carry minimum benefits at a reasonable cost, they may use existing policies to cover members. The federal share will not cover health care costs for family members.
Yes __ No __	Is the total amount of cash derived from private and state and local funds stated in the narrative?
Yes __ No __	Does the match ratio meet stated requirements [24% for new programs]

In Compliance?	Part III. Administrative/Indirect Costs
Yes __ No __	Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes __ No __	Applicant has chosen Option B – federally approved indirect cost rate method and documentation on file? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes __ No __	For all matching funds, the source(s), the type of contribution (cash or in-kind), the amount (or an estimate), and the intended purpose are clearly identified in the narrative. Is the total amount of cash and/or in-kind derived from private, state and local, and federal funds stated in the narrative?

Appendix J

SURVEY ON ENSURING
EQUAL OPPORTUNITY FOR APPLICANTS

OMB NO. 1890-0014 EXP 2/28/2009

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name:

_____

Applicant's DUNS Number: _____

Federal Program: _____   **CFDA Number:** _____

---

1. Has the applicant ever received a grant or contract from the Federal government?

   ☐ Yes   ☐ No

2. Is the applicant a faith-based organization?

   ☐ Yes   ☐ No

3. Is the applicant secular organization?

   ☐ Yes   ☐ No

4. Does the applicant have 501(c)(3) status?

   ☐ Yes   ☐ No

5. Is the applicant a local affiliate of a national organization?

   ☐ Yes   ☐ No

6. How many full-time equivalent employees does the applicant have? *(Check only one box)*.

   ☐ 3 or Fewer   ☐ 15-50
   ☐ 4-5   ☐ 51-100
   ☐ 6-14   ☐ over 100

7. What is the size of the applicant's annual budget? *(Check only one box.)*

   ☐ Less Than $150,000
   ☐ $150,000 - $299,999
   ☐ $300,000 - $499,999
   ☐ $500,000 - $999,999
   ☐ $1,000,000 - $4,999,999
   ☐ $5,000,000 or more

Survey Instructions on Ensuring Equal Opportunity for Applicant

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

5. Self-explanatory.

6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0014**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** *Amy Borgstrom*, Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.

<u>Appendix K</u>

Beale Codes and County-Level Economic Data

<u>Rural Community</u>

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes

Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible *to apply* for the alternative match

Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
www.econdata.net	**Econdata.Net**: This site Links to a variety of social and economic data by states, counties and metro areas.
www.bea.doc.gov/bea/regional/rei	**Bureau of Economic Analysis' Regional Economic Information System (REIS):** Provides data on per capita income by county for all states except Puerto Rico.
www.census.gov/hhes/www/saipe/index.html	**Census Bureau's Small Area Poverty Estimates**: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	**Census Bureau's American Fact-finder**: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):** Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	**US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):** Provides urban rural code for all counties in US.

Appendix L

Linguistic and Cultural Competency Guidelines

The State of Illinois Linguistic and Cultural Competency Guidelines (LCC Guidelines) were developed as a mechanism for improving language and cultural accessibility and sensitivity in programs delivered by human service organizations that receive grants and contracts to serve the residents of the State of Illinois.

Linguistic and Cultural Competency Mandate: The Illinois Department of Human Services (the Agency) agrees to comply with the Constitution of the United States, Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, ADA Amendments Act of 2008, Illinois Human Rights Act, the 1970 Constitution of the State and any laws, regulations or orders, Federal or State, which prohibit discrimination on the grounds of race, sex, color, religion, national origin, age, ancestry, marital status, disability, or the inability to speak or comprehend the English language. The Agency will assure native language/interpreter services to the extent possible, when serving Limited English Proficient clients.

Goal: The Illinois Department of Human Services is working towards improving access to culturally competent programs, services, and activities for Limited English Proficient (LEP) customers, persons who are hard of hearing or deaf, and persons with low literacy (the Goal).

Applicants that seek to provide direct human services to individuals or families in the State of Illinois must adhere to the LCC Guidelines that demonstrates the Vendor's ability to provide language access and cultural competence to its customers or a good faith effort to provide access to services, programs, and activities for LEP customers.

Definitions:
- *Cultural Competence*: Cultural Competence is a set of behaviors, attitudes, and policies in a system, agency or among professionals that affect cross-cultural work. Cultural competence is a developmental process that evolves over an extended period. Both individuals and organizations are at various levels of awareness, knowledge and skills along the cultural competence continuum (adapted from Cross et al., 1989).
- *Cultural Competence*: (Individual Level) At the individual level, this means acquisition of the values, knowledge, skills and attributes that will allow an individual to work appropriately in cross-cultural situations.
- *Cultural Competence*: (Organizational Level) At the organization level, this means systems and organizations sanction, and in some cases mandate the incorporation of cultural knowledge into policymaking, infrastructure and practice. An example regarding limited English proficiency would include: Written materials are translated, adapted, and and/or provided in alternative formats based on needs and preferences of the populations served. Interpretation and translation services comply with all relevant Federal, State and local mandates governing language access and consumers are engaged in evaluation of language access and other communication to ensure for quality and satisfaction.

- *Language Access:* Provision of language assistance services, including bilingual personnel and interpreter services, at no cost to each LEP customer, at key points of contact, in a timely manner. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin including actions that *delay, deny, or provide different* quality services to a particular individual or group of individuals.
- *Meaningful Access:* Subcontractors/Vendors, especially entities with a customer base that is more than five percent (5%) LEP, are required to take reasonable steps to ensure meaningful access to their services and programs by LEP persons. Compliance involves the balancing of four factors: 1) the number and proportion of eligible LEP customers, 2) the frequency of contact, 3) the importance or impact of the contact upon the lives of the person(s) served, and 4) the resources available to the organization. The organization will collect data on primary spoken language and, as appropriate, develop a plan to meet the needs of LEP customers.

Vendor Assurance: The Applicant shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. The Applicant shall also adhere to the principle of providing "meaningful access" to all LEP customers that the agency provides services to, in the performance of this contract. The Applicant ensures accountability of subcontractors by measurable objectives and performance monitoring at regular intervals for individuals from LEP and diverse cultural groups. Failure by the Applicant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Agency deems appropriate.

LINGUISTIC AND CULTURAL COMPETENCY

LINGUISTIC AND CULTURAL COMPETENCY GUIDELINE	INDICATORS
1. Organizations should have a linguistic and cultural competence plan for the funded program(s) or for the organization as a whole that includes clear goals, outcomes, policies and/or procedures related to the provision of culturally and linguistically appropriate services.	1. The plan addresses in a meaningful way the guidelines in this document and is consistent with the organization's mission. 2. The plan has defined short-term and long-term goals and outcomes that incrementally improve services to LEP individuals, persons who are hard of hearing or deaf, and persons with low literacy. 3. There is an Identifiable staff member responsible for overseeing its implementation. 4. The plan is data driven, based on analysis of verifiable demographic and service data. 5. The data includes the consumers' self-identified primary spoken language, race, and ethnicity. 6. The plan assesses new and emerging community/population needs.
2. Organizations should implement strategies to recruit, retain, and promote at all levels, diverse personnel and leadership that are representative of the demographic characteristics of the service area.	1. Demonstrated hiring, retention and promotion of staff of racial/ethnic backgrounds representative of target population served. 2. Personnel at different levels receive ongoing education and training in culturally and linguistically service delivery. 3. Establish requirements for specific language skills in job descriptions and remuneration for language skills.

3. Organizations should collect customer data to ensure that every effort is made to provide consumers with effective, understandable, and respectful services, provided in the consumer's preferred language and in a manner sensitive to cultural beliefs and practices.

1. The data assesses new and emerging community/population needs.
2. The data includes the consumers' self-identified primary spoken language, race, and ethnicity.
3. Organizations track consumer satisfaction with language access services and organizational sensitivity to consumer culture.

4. Organizations shall provide hearing impaired and language assistance services, including bilingual personnel and interpreter services, at no cost to each consumer with limited English proficiency, or those who are hard of hearing or deaf, at key points of contact, in a timely manner that facilitates maximum access to services.

1. Evidence that appropriate interpretation services are provided to the LEP, hard of hearing, or deaf consumers in a timely manner.
2. Language fluency is assessed to determine the level of competence of personnel and interpreters to provide language and/or American Sign Language services in their specific field of service.
3. Family, friends, or other untested individuals are not used to provide interpretation services.

5. Organizations shall provide to consumers in their preferred language both verbal and written notices of their right to receive language assistance services that are culturally appropriate.

1. Easily understood consumer-related materials and visible notices posted in languages of commonly encountered groups represented in the service area.
2. Pertinent written, oral, and symbolic consumer materials (including consent forms, statement of rights forms, posters, signs, and audio tape recordings) are available in the language of the consumer and/or Braille and available at all key points of access.
3. Quality assurance measures in place to verify accuracy of translated documents.